

Hi [company's/service organization's name],

My name is \_\_\_\_\_ and I'm a \_\_\_\_\_ at \_\_\_\_\_. I am a part of Future Business Leaders of America, or FBLA, an organization that strives to educate middle-school and high-school aged students in the field of business as well as leadership development.

FBLA is a CTSO (Career and Technical Student Organization) that strives to bring business and education together through workshops, leadership activities, competitive events, and service. Service is an integral part of FBLA and helps our members recognize the importance of giving back to their local communities. Civic organizations such as \_\_\_\_\_ are vital in creating the future business leaders- students that propagate the pillars of community service- that we as an organization work to achieve.

The \_\_\_\_\_ chapter of CAFBLA would appreciate the opportunity (*include respective activity or reason for contacting civic organization; for example the G.A.P. project has an option of giving a presentation about FBLA to a service organization*). \_\_\_\_\_ is vital to the success of our chapter and \_\_\_\_\_'s support helps us instill the essential pillars of community service and the importance of society within our motivated members.

If you could accommodate \_\_\_\_\_ FBLA into your (upcoming meeting schedule or etc.), it would be highly welcomed. If you have any further questions feel free to contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_