{Use school or ensemble letterhead}

[Date]

To: [insert Person/Business/Owner/Corporation]

From: [insert Music Educator’s name/School Name/etc.]

Hello [insert Person/Business/Owner/Corporation’s Name],

We are proud to announce that [enter student name], a talented [add instrument] player/singer from [enter school name] in the [add school district], has been selected to participate in the Louisiana Music Educators Association (L.M.E.A.) 2025 All-State [enter all-state ensemble]. This prestigious achievement comes after a rigorous audition process, where [student's first name] competed against hundreds of students from across Louisiana.

The LMEA All-State events, scheduled on January 16-19, 2025 at the Hilton Riverside Hotel in New Orleans, Louisiana, offer an exceptional opportunity for [student’s first name] to represent our school and community. Under the direction of a nationally acclaimed conductor, the All-State students will engage in intensive rehearsals with the best student musicians in the state, culminating in a public concert performance on the final day.

In addition to musical growth, participants will benefit from:

1. A Keynote Address by ***Dr. Tim Lautzenheiser***, one of America’s most well-known speakers on music education and student leadership.

2. Concerts presented by top Louisiana university ensembles featuring world-renowned guest artists like Louisiana’s Legendary Jazz Clarinetist***Doreen Ketchens***, 2-time Grammy Award-Winning Singer, Songwriter & Actress***Hila Plitmann***, and the Grammy Award-Winning Vocal Jazz Group ***The New York Voices.***

3. Networking opportunities with other talented young musicians from across the state.

This experience promises to be life-changing, rewarding [student's first name]'s hard work and determination while fostering lifelong memories and musical growth.

The estimated costs for participation include:

- Registration fee: [add reg price here] *(covers registration, All-State t-shirt and patch, nightly dinners)*

- Hotel expenses: : [add estimated $ here] *(depends on the number of nights required for rehearsals)*

*-* Travel Expenses to and from New Orleans: [add estimated $ here] *(gas, mileage, etc.)*

We are reaching out to request your consideration in sponsoring [add student's name] by contributing towards these expenses. Your generous donation would ensure that [he/she/they] can fully embrace this tremendous opportunity and make the most of this experience.

Your support will make a lasting difference in this young musician's life, contributing to their artistic development and future success. We sincerely appreciate your consideration and thank you for your potential investment in our community's talented youth.

**Thank You for your time!**