

SAMPLE WRITTEN REQUEST TO CRA OFFICER

Ms. Mary Smith
CRA Compliance Officer
Big Bucks Bank
123 N. Main Street
Anytown, IL 65432

March 15, 2002

Dear Ms. Smith,

Thank you for agreeing to meet with me on Friday April 12, 2002 at 2pm. I look forward to meeting you in person. I'd like to take the opportunity now, though, to send you some information on my organization.

Since 1995, Chicago-based non-profit, Sweet Home Chicago (SHC) has been serving the homeless population in Chicago. Initially, our focus was finding safe, affordable housing for men and women who were homeless. In the early days of our work, SHC formed many positive relationships with shelters and landlords throughout the city. However, we quickly learned that finding housing for individuals was only a first step in solving the problem of homelessness. So, in 1998 we broadened our scope and developed another component of our organization to address the issues that formerly homeless individuals face once they move into a residence. Since 1998 we've offered classes in nutrition, health, and financial education. Not surprisingly, one of the things that we have learned through our work is that a key element in helping individuals stay housed is teaching financial education. If people don't know how to read a utilities bill, pay rent on time, budget effectively, and avoid the disastrous services of currency exchanges and pay-day lenders, their chances of maintaining their housing situation is drastically reduced.

To that end, we began offering financial education classes in the spring of 1999. So far, we've seen extremely positive results and through word-of-mouth our financial education classes, in particular, have gained in popularity. In order to continue to meet the needs of this population, I'd like to ask Big Bucks Bank for their support. As our program grows, there are a number of components that we see as crucial in expanding our classes. We'd be very appreciative to have your help in any or all of the areas enumerated below:

1. **\$3,000** for printing and postage for brochures and fliers advertising SHC's financial education classes.
2. **\$7,000** for food for one year of SHC's financial education classes.
3. **\$5,000** for copying costs of handouts and curriculum materials.
4. A donation of classroom space for SHC's financial education classes (one evening each week for 10 months out of the year)

Again, thank you for your willingness to meet with me. If you have any questions before the 12th, please feel free to contact me at 312-123-4567.

Sincerely,
Jane Doe
Executive Director, Sweet Home Chicago