

(DATE)

Dear Parents:

Just wanted to let you know that I recently applied for and was awarded a Grant from the Zionsville Education Foundation. The Zionsville Education Foundation provides funds to Zionsville Educators for projects that promote academic excellence. I am honored to have received this grant and thrilled that your students will experience this project.

I was awarded \$ _____ to _____. *(Explain grant; what the students will do and when)*

I know this will be a great experience for your student, and I look forward to sharing it with them.

Sincerely,

(Your Name)