

Feel free to modify this letter to suit your request.

Dear (PRINCIPAL/SUPERINTENDANT/PRESIDENT/ETC.):

We are a group of students who were recently inspired by a certain United Nations organization—the World Food Programme (WFP), the largest distributor of food relief on the planet. The WFP’s work is critically important as the world faces a global food crisis. We’d love to meet with you to introduce this program to other students at (name of your school).

The project we have in mind is designed to demonstrate that “a little goes a long way.” The project would invite (your school’s name) students to actively recognize World Food Day on October 16 and would benefit the WFP’s School Lunch Program for impoverished children in underdeveloped countries. The School Lunch Program encourages hungry children to attend school and help them concentrate on their studies. Each school lunch costs just 25 cents—the amount we would ask each (your school’s name) student to donate.

Could I/we meet with you briefly to discuss this project, perhaps in the coming week at your convenience? I understand that you are busy, so I would be sure not to use much of your time, just fifteen minutes at most.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Name with phone number)