

# HORIZON HIGH SCHOOL CHORAL DEPARTMENT

Horizon High School  
Choral Department  
5601 E. Greenway Rd.  
Scottsdale, Arizona 85254  
Kathrine Kouns, Director  
(602) 449-6038

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

As you may already know, I am a member of the choir department at Horizon High School in Scottsdale, Arizona. Horizon's Choir Program has the largest student enrollment in the state of Arizona. We have six choirs that are made up of over three hundred students. Our choirs perform all over the state and compete at the National level usually receiving first place trophies and superior ratings.

I am a member of one of Horizon's top ensembles, "\_\_\_\_\_(TC or SOS)\_\_\_\_\_". This is an elite group that is made up of mostly juniors and seniors who have had extensive vocal training. Each member goes through a rigorous audition process in order to be placed in this group. We perform many times throughout the year both at school and in our local community. This year we have the wonderful opportunity of performing in \_\_\_\_\_ in March. We will be competing in the Heritage Festival Competition. This is a very rigorous competition with choirs from all over the country. In addition to the competition, we will be performing at various locations around the city, and will be working with the \_\_\_\_\_ and \_\_\_\_\_ College. While the main purpose of our trip is vocal performance, we will also have the opportunity to see a Broadway Show and take in the great sites of the city. This is a once in a lifetime to travel with an amazing group of singers, perform in a fabulous competition, and to experience one of America's greatest cities.

As you can imagine, this five-day trip will be quite expensive considering I have to pay for my airfare, room and board, meals, and all other incidentals. I am trying to raise a total of \$800 to pay for this trip. I am writing to you to ask for your financial assistance with my trip. I would very much appreciate your support with this musical enrichment opportunity. If you are able to donate towards the cost of my trip, you can make a check payable to "Horizon High School Choir" and send it to me at the address below.

If you live here in Arizona, another wonderful way to help is to just donate your annual state tax credit to Horizon High School Choir in my name. Married couples can donate up to \$400 per year and singles can donate up to \$200. This financial donation is a one hundred percent tax credit, meaning that you can claim it on your taxes and you will receive every penny in your state tax refund for that year. It's basically like loaning me the money until you file your taxes. If you are willing to do this, please complete the attached tax credit form, and make your check payable to "Horizon High School". You can either give it to me to turn in for you and I will mail you a receipt, or you can mail it or drop it off directly to the school. Please be sure that my name is listed as the recipient. Then, when you get your receipt, just send me a copy to turn in to my choir teacher. You can even send one check before December for your 2010 taxes and do another one in January to claim on your 2011 taxes. It's a great way to help me pay for my trip and get your money back.

In addition to the financial burden of this trip, our choir will be hard at work preparing our music and performances so that we can be the best representatives of Horizon High School. I appreciate your positive thoughts for us as we prepare. Thank you for considering helping me to participate in this trip. Your support and encouragement mean more than you know. If you have questions about the trip you can contact me or my choir director at Horizon High School.

Sincerely,

\_\_\_\_\_  
*(your name) – handwritten signature*

\_\_\_\_\_  
*(your name) - typed*

Your address & phone number

(be sure to attach a tax credit form)