[Insert date]

Hannah Pia Baral

General Manager

Federation of Parents and Citizens Association of NSW

**Re: Membership Hardship Fund 2021 - 2022**

Dear Hannah,

[P&C Association name] are requesting consideration for Membership Fee Relief Hardship Fund.

[Provide a brief background of your school community]

***Example:*** *Number of students enrolled in the school, geographic location, socio-economic status of your school community, member engagement.*

[Reason for applying for the hardship fund]

***Example:*** *Unable to fundraise, lack of funds, inability to have meetings.*

[Details of decline in turnover]

***Example:*** *cancelled fundraising events, significant decline in turnover, canteen closure,*

[Other reasons that may have affected your financial situation]

***Examples:*** *COVID-19, bushfires, floods, drought, mice plague or something specific to your area.*

[Plans for future financial sustainability]

***Example:*** *future fundraising, consideration of introducing an annual budget, putting a provisioning account in place.*

[More information]

***Example:*** *Anything else you think that may assist in the application process.*

Yours sincerely

[Signature]

[Full name]

[Role on the P&C Association]

[Name of the P&C Association]