[Insert date]

Jane Miller

Chief Executive Officer

Federation of Parents and Citizens Association of NSW

**Re: Membership Fee Hardship Fund 2023 - 2024**

Dear **Jane**,

[P&C Association name] requests 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, a 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:*** *Is there anything else that may assist in the application process?*

Yours sincerely

[Signature]

[Full name]

[Role on the P&C Association]

[Name of the P&C Association]