

Brian E. Boyle, Tr.
Brian E. Boyle Charitable Foundation
P.O. Box 786
Truro, MA 02666-0786

Dear Mr. Boyle,

I am pleased to submit this letter of inquiry to Brian E. Boyle Charitable Foundation to determine your interest in receiving a full proposal from _____. _____ respectfully requests your consideration of a grant in the amount of \$-----.

_____ is a non-profit organization located in _____. _____ is dedicated to improving quality of life and life expectancy for people living with cystic fibrosis (CF), a genetic life-threatening disease. Since inception in 2002, _____ has used a variety of programs to aid the CF community in Massachusetts, across the US, and throughout the world. _____'s primary function is to spread information about the disease among scientists, medical professionals, caregivers, patients, and families and to act as a platform for the international exchange of information.

_____ promotes access to knowledge and appropriate care for people living with cystic fibrosis and among medical/health professionals and governments. The primary goal is to improve the lives of people born with cystic fibrosis. To achieve this mission, _____ has three key areas of focus: capacity building for cystic fibrosis associations and Cystic Fibrosis Worldwide members, a platform for education and the exchange of information, and a voice for people with cystic fibrosis. In accordance with _____'s mission and goals, _____ participates in the following programs and activities: International Data Resource, Educational Programs, Pocket Guide in the Management of Cystic Fibrosis, and Member Capacity-Building Program.

_____ is a member-supported organization. Traditionally, _____ annual member dues covered operational expenses while corporate and private sector donations directly supported programs. However, the recent global economic situation has caused many members to dramatically reduce support. In the past two years, _____ has lost --% of operational support from members, but at the same time, has increased membership by --%. Because member dues are no longer reliable, _____ has hired fundraising staff and developed a strategic business and fundraising plan for 2011-2012, which establishes fundraising efforts as a priority.

The total operating budget for _____ is \$----. Your investment of \$---- will help _____ improve the lives of those who suffer from cystic fibrosis by offering access to education and appropriate care. If you have any questions or would like to receive a full proposal, feel free to contact me at ----- or -----. _____ deeply appreciates your consideration and looks forward to hearing from you soon.

Sincerely,

Executive Director