

Dear **<Name of boss or professor>:**

With this letter, I would like to state my motivation in attending the **2017 Coca-Cola Scholars Service Summit** in Denver, Colorado, August 25-27.

My senior year of high school, I was selected as a Coca-Cola Scholar from more than 80,000 applicants from across the country based on my commitment to service and making a positive impact in my community. The Coca-Cola Scholars Service Summit is an event offered exclusively to the 5,877 alumni of this scholarship program, and will be an amazing opportunity to grow personally and professionally.

The conference theme, “**Elevate Y(our) Impact,**” is relevant to my professional goals because **<state your reasons/goals>.**

The presentations and Summit events that I’m most excited about are **<Name of speaker/ presentation/event>**. **<List reasons>.**

A small conference like this will give me the opportunity to network with some of the most accomplished professionals from around the country, sharing experiences and learning from each other. The Summit will also allow me to learn best practices as a channel for my personal development.

Attached is a document detailing what I can expect and a breakdown of estimated costs related to my travel and participation in this event. I am also happy to share with you the Service Summit website which provides more details, including testimonies from attendees of past Summits in Austin and Miami.

I would greatly appreciate the opportunity to attend the 2017 Coca-Cola Scholars Service Summit. I am confident you will find my participation in this event as a worthwhile and wise investment that will pay off for years to come.

Sincerely,

***<signature>***

**<first and last name>**

Enclosure:

– What to expect and Breakdown of estimated costs

**Coca-Cola Scholars Service Summit**

 Denver, CO

August 25-27, 2017

**Elevate Y(our) Impact**

Are you inspired by service? Interested in philanthropy, social enterprise or public policy?

Then join fellow Coca-Cola Scholar alumni in **Denver, Colorado, August 25-27** for the 2017 Coke Scholars Service Summit. This 3-day event is an opportunity to connect with other Scholars, serve the Denver community, and hear from inspirational leaders in the public, private and nonprofit sector. It promises to be a fun, impactful, and memorable weekend.

**What else can you expect?**

* To be inspired to lead change.
* Elevated awareness of philanthropy, social responsibility, and public policy.
* To learn how to maximize impact in your community.
* To network and learn from local and state leaders in government, public and educational policy, social enterprise and corporate philanthropy.
* A day of community service with other change agents.
* To grow personally and professionally.

**Estimated Costs for the 2017 Coca-Cola Scholars Service Summit in Denver, CO:**

**Registration:**

$100 before July 12

$150 after July 12

**Flight:**

**<You fill this in depending on where you’re coming from or remove if driving>**

**Car Rental:**

**<You fill in or remove this if you won’t need a car- or you might change this to Taxi/Uber costs>**

**Hotel Accommodations:**

$179 + tax a night (estimate of $400 for 2 nights).

**Hotel Parking:**

$32 a night **<you can remove this if you aren’t driving or renting a car>**

**Dining:**

The hosting organization, CCSF, is covering most meals. Estimated cost per person would be around $20-40 for weekend.

Total estimated cost per person: **<you edit once you factor in flight/ car rental/parking> or (you edit) if no flight/car rental.**