

SAMPLE FUNDING REQUEST LETTER

[DATE]

[ADDRESS OF AGENCY/ORGANIZATION]

To Whom It May Concern:

I am writing this letter to request the purchase of the Buddy Bike for [CHILD NAME]. [CHILD NAME] is a [AGE] year old young man with physical, behavioral and social deficits. His behavioral and social deficits are being addressed through RDI therapy.

The Buddy Bike will assist [CHILD NAME] in demonstrating internal motivation and focus with his cycling partner. [CHILD NAME] will also demonstrate progress in social referencing to others in his environment and become cognizant of their actions and non-verbal cues. This particular bike assists with this skill development as [CHILD NAME] would be in front of the main cycling partner, encouraging him to rely on non-verbal cues for anticipated changes. Participation in this form of activity will allow [CHILD NAME] to work on coordination of actions with relationship to coordinated parallel play and cooperation with his cycling partner while referencing his partner in a coordinated effort to complete the activity.

In order for [CHILD NAME] to address his social development deficit he needs to establish meaningful relationships with people around him. Relationship development is necessary for establishing the ability to interact in group work, school and with others who may be in authoritative position. This equipment will assist in this capacity I hope you will assist the family in the purchase of this item.

Sincerely,

[YOUR NAME]