**(PRINTED ON LETTERHEAD)**

**Letter Template**

Dear [insert salutation],

[NAME OF PARISH/SCHOOL] is grateful to you for supporting the advancement of Catholic education. I am writing to share an exciting opportunity that will have a transformational impact on Archdiocese of Chicago Catholic schools. Through “Invest in Kids”, passed by the State of Illinois in August 2017, a tax credit scholarship program was created, to mutually benefit students and donors. It provides a 75 percent Illinois state income tax credit to individuals and corporations that contribute money to fund scholarships for students to attend private schools. Illinois students from low-income families may use these scholarships to attend a non-public school of their choice, including the more than 200 Archdiocese of Chicago Catholic schools in Cook and Lake Counties.

Demand for tax credit scholarships has been overwhelming and currently outweighs the supply of available funds. For the 2018/19 school year, the first year of the program, more than 44,000 students applied for a tax credit scholarship, including many new and current Catholic school students. However, due to lack of available scholarship funds, four out of every five of those students **are not receiving a scholarship**. There are millions of dollars in tax credits waiting to be claimed, and more donations for tax credit scholarships will ensure that our doors are open to more students who deserve an equal opportunity to receive a Catholic education.

* Under the tax credit scholarship program, individuals and corporations can make donations to Scholarship Granting Organizations (SGO), which will distribute scholarships to qualified students.
* Individual and corporate donors will receive a 75 percent Illinois state income tax credit for donations made to an SGO. Individuals can designate their donation to Archdiocese of Chicago Catholic schools.
* Students in grades K-12 may receive tax credit scholarships beginning with the 2018/19 school year.

Join us in supporting Archdiocese of Chicago Catholic schools and provide more children a quality Catholic education. Contact the Tax Credit Scholarship Office at [tcs@archchicago.org](mailto:tcs@archchicago.org) or 312.534.2617 today.

Sincerely,

[SIGNATURE]  
[TITLE]