Date

Your Eminence Grand Ayatollah Sayyid Ali Al-Husseini Al-Sistani (may Allah prolong his life)

Through I.M.A.M., the liaison office of the religious authority in North America.

Assalamu Alaykum (peace be upon you),

We are writing to your eminence on behalf of the INSTITUTION NAME in CITY, STATE. The INSTITUTION has been serving our Shia Muslim community for over \_\_\_\_ years through many programs for all age groups, focusing on youth and children.

The most important project is \_\_\_\_\_\_\_\_\_. This nationally accredited elementary and middle school serves the GROUPS OR LOCATIONS, with TYPE OD SERVICES\_\_\_\_\_\_. It focuses on various aspects of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The cost of operating and maintaining all these programs adds up quickly and we are constantly trying to raise the necessary funds. We are asking your Eminence's support by granting the INSTITUION NAME Khums permission (IJAZAH) to collect religious dues (Khums) to be used in support of a basket of INSTITUION NAME projects, including but not limited to:

1) ……….

2) ……..

3) ……...

The costs of accomplishing what we are embarking upon are enormous, reaching US$ \_ \_ \_ \_ \_ \_.00 dollars. Since our founding, we have worked hard to be self-sufficient. However, your assistance is now needed. We presently lack the financial resources, and we need your eminence's support.

We, the undersigned, pledge to abide by the directives of the Grand Religious Authority concerning the use of religious dues to the extent authorized, and to remit the entire amount of such dues to the designated representative of the Grand Religious Authority in the United States, after which the authorized portion will be disbursed to the Institution.

We appreciate your continued help and support.

Sincerely,

The Chairman The Treasurer The Imam or Secretary