# **Donation Request - Sample Letter**

Dear [insert name of business or business owner here],

*[Insert a general statement about the type of people you serve and what it is that they need here].* The [insert the name of your organization here] is a place that offers [insert above listed benefit for above listed people].

However, today's tough economic conditions make it difficult for *[insert name or the organization]* to meet those needs without help from people like you. I am writing to invite your business to donate an item or gift certificate for the charity auction *[or other event you need the donation for], [insert name of event/auction here].*

[Insert a brief description of the event. What it entails, how long it has been running, and how many people usually attend as well as if the event is covered by local media]. All auction items [or whatever event] are donated by businesses like yours - as well as by members of [insert organization name here], alumni [if applicable] and community members.

Fun Fair is the biggest fundraising event of the year *for [insert organization name here] and will take [insert date here] at [insert location here] from [insert timeframe here].*

Benefits of Supporting [insert event name here]:

Your business will be recognized on all promotional materials, received by the [insert organization name here] members, alumni *[if applicable]* and community leaders and attendees.

Your donation will also be acknowledged in the [insert organization name here] newsletter *[if applicable].*

All contributions to the [insert name of event here] are tax-deductible *[if applicable].*

Our members and alumni *[if applicable]* lean towards supporting local businesses that donate to [insert name of organization here].

You can take pride in being a good corporate citizen.

Please know that all contributions you make will positively impact our *[insert name of organization and the type of people you serve]*. I will follow up with you within the next two weeks to discuss your possible donation. Thank you for your thoughtful consideration of our request.

Sincerely,

[Insert your name here]

[Insert your organization here]

[Insert your phone number here]