# **Donation Request Letter**

March 18, 20xx

Contact Name

Company Name

Address Line 1

Address Line 2

Dear [Name of Contact]:

This letter is requesting your financial donation for a very important annual SIA event.

A yearly event called (Name of Activity) is celebrated with annual them (State your objective). It is a highlight of the (Name of Company) to sustain the effectiveness of the work commitment.

Volunteer Appreciation Night is the one time during the year when we briefly put the spotlight on those doing the giving; as an expression of gratitude for their selflessness throughout the year.

Accordingly, we are requesting the Donation of [Company Name] to help cover the costs directly related to holding that event. Your contribution would be used to offset such costs as: room rental, DJ fees, food and drink, prizes, etc. An amount in the area of $xxx would be an appropriate contribution by your company. Any surplus funds remaining after all bills are paid will be donated to the [Name of Community] United Way fund.

Your support for this important annual event would be greatly appreciated by everyone involved.

Sincere regards,

Marilyn Crandle

SIA Volunteer Co-ordinator