

Fundraising

Sample Donation Request Letter

Start with the date.

June 10, 2007

List the business's address.

Boalsburg Supermarket
123 Main Street
Boalsburg, PA 16801

Personalize your letter by addressing someone specific.

Dear Ms. Thompson,

Introduce yourself and briefly describe your Venture.

I am writing you on behalf of Camping for a Cause. Camping for a Cause is an organization that I started with three friends from Boalsburg High School. Our mission is to raise awareness of and funding for refugees in New England. We accomplish this by hosting three camping nights a year. These camping nights simulate refugee camps and provide information to community members on refugee issues. Proceeds from these camping nights go to help refugees who have relocated to New England.

Request a specific item and quantity. Explain how the donation will be used.

On June 23rd, Camping for a Cause will be hosting one of our educational camping events. Your help with our event would go a long way to making our camping night successful. We would greatly appreciate a donation of three of your vegetable platters. In return for your generosity, we will hang your company's logo above the food table and mention your company's contribution in our flyers.

Offer to provide something in exchange for their support.

Thank them and plan to make contact with them again.

Thank you for considering our request. If you have any questions or need further information, please feel free to contact me. I will follow up with a phone call in the next couple of days.

Include a professional closing such as "sincerely."

Sincerely,

Sign your letter and type your name.

Julian Medina

Be sure to include your address, phone number and email (either in the letterhead or at the end of your letter).

Julian Medina

10 South Street
Boalsburg, PA 16801
(814) 123-4567
julianmedina@email