

February 12, 2010

(name, address)

Dear sir:

Today's tough economic conditions make it difficult for (name of Organization) to meet those needs without help from people like you. I am writing to your business to donate an item or gift certificate for the charity.

This is the biggest fundraising event of the year for [organization name] and will take [date] at [location]from [timeframe].

Benefits of Supporting [insert event name here]:

Your business will be recognized on all promotional materials, received by the organization. And your donation will also be acknowledged in the organization.

All contributions you make will positively impact our organization and to the people are in need of help. I will follow up with you to discuss your possible donation.

Thank you for your thoughtful and generous consideration of our request.

Sincerely,

[name]

[organization]