

Date

Company name

Attention: Name of store manager

Company address

City, State Zip code

Dear name of store manager:

We are writing to ask for your support. Girl Scout Troop number is volunteering to run an activity for 800 younger Girl Scouts, teaching them about healthy living during the Girl Scouts of the Colonial Coast's *Let's Move Event*. The event will be held on Saturday, October 15, 2011 at Pembroke Mall, where we anticipate over 1,000 attendees which includes girls, family members, volunteers, and corporate and community sponsors. We ask that you show your support for us by donating name specific items and quantity for our project.

We would greatly appreciate any assistance you can provide to help make Girl Scout Troop number's project a success. Girl Scouts of the Colonial Coast is a non-profit organization and our tax ID # is 54-1158412.

Please feel free to contact me with any questions or if you would like additional information.

Sincerely,

Sign your name

Print your name

Your volunteer title

Your phone # and/or email address

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*Send a copy of this letter by mail or email to your service unit events coordinator and family partnership coordinator.*

**Send a copy of this letter to the philanthropy department by mail: 912 Cedar Rd. Chesapeake, VA 23322 or email: [philanthropy@gscce.org](mailto:philanthropy@gscce.org)**