

CHURCH NAME

ADDRESS

CITY, STATE ZIP

E-MAIL: NAME@NAME.ORG

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line
Address Line
City, State Zip Code

Re: Youth Group Fundraiser

Dear Name:

The Church Name Youth Group initiated its annual fundraiser on Date. Currently, we are seeking donations in order to supplement the following programs offered through our Youth Program: List Programs

If you would like to make a donation, you may stop by the church business office during the hours of a.m. - p.m. If you are mailing a donation, please use the following address:

Name
Address Line
Address Line
City, State Zip Code

Please be sure to specify that the donation is for the Church Name Youth Group. We thank you for your support.

Sincerely,
The Church Name Youth Group