

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Fundraising – Request for Support

Dear :

{name} will be holding several fundraisers to raise money for . Your support will be much appreciated. We have many areas in which your support would be welcomed. Please contact us regarding the upcoming fundraisers.

Sincerely,

N A M E