

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 – Church Fundraiser Request Letter

Dear :

{Name of Church} will be having a series of fundraisers to build a nursery to its establishment. We at {Name of Church} would like to become a part of our member's life as soon as they enter the world. Our nursery will offer a wonderful academic environment combined with nurturing the spirit. We will be offering care for infants and to age five. Also, we will offer after school programs.

We at {Name of Church} are asking its members to come together to help in this matter. If you have any ideas for fundraisers, your ideas are welcomed and appreciated. We are also asking for volunteers in the building of the nursery.

If you have any questions, please do not hesitate to contact us. Thank you for your support and help in this matter.

Sincerely,

N A M E