

SAMPLE LETTER TO TRY TO GET DONATIONATIONS FROM BUSINESSES

This SAMPLE LETTER works well to solicit donations from businesses where you've had "little prior contact." Carefully go through the letter and change everything to meet your situation.

(Date)

(Name of the owner or manager)

(Name of the Business)

(Street Address)

(City, State, Zip)



Dear (Name):

I am a member of PADS (Peer Action Disability Support) and serve on the Board of Directors. This year, I also serve as the Fund Raising Chair for the 2014 ADA CELEBRATION in Linn County. Since 2005, we have held these Celebrations with the Kernels – this year it will be on Saturday, July 19th!

Every year, we build on the year before. Our Planning Team starts working in September to make each CELEBRATION the very best! Like past years, we plan to have a FREE picnic for all who register with quest speakers talking about the ADA. We provide FREE tickets into the baseball game and FREE transportation to people with disabilities with few resources. We also offer FREE or low-cost T-shirts for participants celebrating with us, and a lot of door-prizes from the community! We educate baseball enthusiasts just by being in the stadium!

Come rain or shine, heat or cold, (107° not including the heat index all the way down to down to a miserable 52° with drizzling rain), between 300 and 400 people with disabilities and their supporters have braved the elements! We are a hearty bunch, we are! For some participants, it is the ONLY major recreational event that they get to attend during the entire year!!

Our community has been generous in supporting past ADA CELEBRATIONS!! This year we want to do MORE OUTREACH, to increase our number of participants up to at least 500 people with disabilities and their supporters. Of

course, that will increase the costs for the picnic, the baseball tickets, transportation, and give-a-way's accordingly.



Our total budget for the 2014 ADA CELEBRATION is \$_____, and so far we have raised \$_____. Since your building is so nicely accessible for people with disabilities, we thought that you might be interested in supporting the ADA CELEBRATION this year.

I am including a SPONSORSHIP FORM should you decide to support the 2014 ADA CELEBRATION. Or, feel free to contact me at the contact info below. Or, I will follow up with you within the next two weeks to discuss any questions you might have.

I am also enclosing a PADS brochure, since PADS is a 501(3)c non-profit that sponsors the ADA CELEBRATION. I must say, the Celebration is truly a community event – planned by the community including people with disabilities.

Thank you for your consideration.

Sincerely,

Your Signature

(Your name & Title)

(Your group's name)

(Your street address)

(City, state, zip)

(Your phone)

(Your email)

(Your group's web-site)

Your group's Mission Statement: