Your organization's letterhead here

Dear Insert Name Here,

Our annual fundraiser, *fill in name of event,* will be held this year on *fill in date* at *fill in location.* As you know, financial support is extremely important to *fill in organization name,* as we rely on donations to provide services in the community that are greatly needed.

The fill in name of event attracts more attendees each year, but we depend on the added support of our friends in the business community who supply us with exciting auction items. Would you be willing to donate either a gift certificate or merchandise from your business?

Someone from our committee will be contacting you to discuss your contribution and to share information about individual and group tickets. It is a win/win situation when we benefit from your donation and you receive the goodwill which comes as a result of your generosity.

Our organization’s ability to continue to operate is due in large part to the generous support of individual donors who believe in our mission, as well as gifts from businesses and corporations.

Thank you for considering our request.

Sincerely,

Print Your Name Here, Insert Title