Insert Company Logo Here

Insert Date

Addressee Name
Company Name
Street Address
City, State Zip

Insert Greeting (Mr./Ms./Mrs./Dr., etc) Last Name:

The annual XYZ Fundraiser will be held this year on [insert date] at [insert location]. In order to ensure the success of this very important fundraiser, we are seeking contributions to help defray the costs associated with the event, so that all funds raised can go directly towards the community.

Generous donors like you are the key to our success and make it possible for [insert organization's name] to provide local individuals and families in need with assistance and critical services. We hope that we can count on your support to help us [insert description of the organization's mission].

Your donation will be listed in our event program, as well as on the event webpage. Donations can be made to [payment details] and you can mail your contribution to [insert address]. You also have the option to call [insert phone number] to pledge your support or donate online at [insert web address].
We thank you for your time and consideration.

Sincerely,

Your Full Name, Your Title

LOVE to KNOW
Logo will not print with document