

Letterhead

Date

Name

Organization

Street

City, State ZIP

Dear Name,

As a leader at *[local company]*, you no doubt understand the pressing need for *[solutions to challenges in your local area]*. *[Insert short emotional appeal or success story to connect with the reader]* .

Our efforts to *[solve problem]* can't take effect unless we have the support of everyone in our community.

That's where you come in!

I'm writing to ask you to donate *[amount]* to help *[meet the challenge or fund project]*. By donating, you will be able to *[insert accomplishment]*.

If you would like to sit down and have a discussion about donating time, money, or services, you can contact me directly at *[phone number]* or *[email address]*.

I hope to hear from you soon, and thank you in advance for your generosity.

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader

Date

Name

Organization

Street

City, State ZIP

Dear Name,

Let's get this out of the way first: we aren't writing to ask you for money!

Instead, we'd like to invite you to get involved at our [*next volunteer day*].

We'll be [*insert what will be accomplished during the volunteer day*], and we could really use your help!

If you are interested, simply fill out the information portion of this letter, below to let us know what time you would like to volunteer and what you would like to do during our [*event*].

Or call ( *Name* ) at \_\_\_\_\_ to discuss your options.

We are so excited to have you join our volunteer team! Thank you in advance for your dedication and service.

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader

-----  
**Circle what works best for you, and we'll get back to you to confirm**

List times available: [*fill in the time slots you are looking to fill*]

Jobs / tasks available: [*fill in the jobs you'd like volunteers to do*]

\_\_\_\_\_ I am unable to assist with this event but would like to volunteer  
another time or event

Name \_\_\_\_\_

Phone # \_\_\_\_\_ email \_\_\_\_\_

Date

Name

Organization

Street

City, State ZIP

Dear Name,

*[Begin with emotional appeal or success story to pull the reader in. Try to make this as personal as possible].*

There are *[insert problem that you're trying to solve]*. While we already *[insert solutions that you're currently undertaking]*, we need your help to accomplish *[new solution]*.

You can help *[insert your mission or project]*. Your support is key to address this challenge..

Would you consider donating *[amount]* to help us achieve our mission?

We thank you in advance for your support! Your donation is greatly appreciated and will be used to *[insert accomplishment]*. You can either donate online at [URL], call us at [phone number], or send a check in the pre-stamped envelope included in your letter.

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader

P.S. *[Include a statement about upcoming events, deadlines, or other information]*.