# **Donation Request Letter**

Date

Dear Family and Friends,

As many of you may already know, I am involved in fund raising for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Each year \_\_\_\_\_\_\_\_\_\_\_\_\_\_name of company works with local to put on a two-day event to help generate funds to support the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_programs for people.

This year we will hold our event at (Insert Mountain here) on (insert date here).  I am contacting you on behalf of the Center and my fund raising team to request your support in the form of a tax deductible donation.

I am asking you to help us out with a tax-deductible donation to The Center. It has been a difficult year financially for all of us, and I hope we can count on you for a generous donation of $100 or more.  As always, any amount you can provide is greatly appreciated.

I thank you for your time and consideration of this request.  We look forward to whatever support you can provide.  If you are able to donate privately, please also check for matching funds through your employer.   You may also visit [\_\_\_\_\_\_\_\_\_\_\_\_\_.org](http://www.heuga.org/) or contact them via phone at: 55-555-551.  You can donate online by visiting [\_\_\_\_\_\_\_\_\_\_\_\_\_\_.org](http://snowexpress.kintera.org/)or by clicking [here](http://snowexpress.kintera.org/). My team name is (insert team name). (insert your event name here) event is (insert dates here), so if possible return the donation in the enclosed, stamped and addressed envelope by (insert date here).

Thank you for your consideration and generosity.

Your name and team name here  
Your email address here  
Your phone number here