

[Letterhead]

[Date]

[Address Block]

Dear [insert name]

[Brief description of event]

I am asking you to contribute \$<Amount> to help us reach our goal. Last year, we spent \$<amount> in <service type> with your company, and this amount is just <percentage amount e.g. 3%> of our total sales with your company last year. I am confident that you will join us in stepping up to the challenge. Your tax-deductible contribution <include Tax ID> will greatly enhance these collective efforts. We also invite you to join <Company Name> at the <organization event name>.

Thank you for your consideration.

Sincerely,

[Name]