**Your Letterhead**

October 29, 2020

Name

Name of Company,

Address line 1

Address line 2, Postcode

Dear Mr./Ms. [FULL NAME],

[NAME OF ORGANIZATION] works with [BENEFICIARIES] to [DESCRIBE PROGRAM.] We have come a long way from where we started, and today we’re able to reach [STATE IMPACT.]

I believe that local businesses such as yours can really make a difference to the community, which is why I’m writing to ask for your support. [Insert ways 1-2 sentences about how your cause ties into their values or why your program may interest them.]

In the past, we’ve worked with companies who have generously donated their time and skills to our cause. [If you have received support from other companies and have permission to talk about their support, insert their names here.]

We’re looking for [volunteers, to host an event, meet a fundraising goal.] and need your help in order to succeed!

If you are interested in contributing in any way (we also welcome donations in kind), please do get in touch with me. You’re also welcome to donate to [NAME OF ORG] online on our website: www.[WEBSITENAME].org.

Your gift makes a big difference today, tomorrow and every day!

With gratitude,

**Your name**

Designation

P.S. We’re hosting a volunteer drive on [DATE]. If you’d like to get your employees involved do let me know!