

Fundraising Request Letter

This package contains:

1. Instructions & Checklist for a Fundraising Request Letter
2. Fundraising Request Letter

Instructions & Checklist for Fundraising Request Letter

- This package contains (1) Instructions & Checklist for Fundraising Request Letter; and (2) Fundraising Request Letter;
- This form is designed to assist you in drafting a letter for when you wish to send a letter making a fundraising request.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to have this opportunity to invite you to partner with [Name of Charity] to make our goal of [Charity Goal or Mission] a reality.

As you may be aware, [Name of Charity] does extraordinary work to [Briefly Describe Charity's Work]. However, we are only able to fulfill our mission through the generous support of individuals such as you.

I hope that you will consider joining in this effort to [Briefly Restate Charity Goal or Mission]. Your gift of [Suggested Donation 1], [Suggested Donation 2] or [Suggested Donation 3] will enable us to touch so many lives. As a 501(3)c organization, your gift is fully tax deductible as allowed by the law. *[Delete previous sentence if not applicable.]*

As a respected member of the community, it would be an honor to add your name to our list of supporters. If you need any further information regarding our work, please do not hesitate to contact me.

In the meantime, I thank you for your careful consideration of this request.

Sincerely,

[Your Name]
[Title - Delete if None]