

## Sample Fundraising Letter

Address to...  
Joe Smith  
Box 555  
La Ronge, SK  
S0J 1L0

August 2008

**Re: The 2008 \_\_\_\_\_ (event)**

Dear Joe Smith;

The 2008 \_\_\_\_\_ (event) will be held in \_\_\_\_\_ (location) on  
\_\_\_\_\_ (date). The purpose of this event is to \_\_\_\_\_  
\_\_\_\_\_

We would appreciate:

- A donation for a door prize by September 10<sup>th</sup>
- Any cash donation to help with \_\_\_\_\_

Any cash donations or items provide an additional incentive to participate and raise funds for this great cause for people in our community. Last year we received wonderful donations from \_\_\_\_\_ (previous donors).

Thank you very much for your generosity and contribution to \_\_\_\_\_ (event/organization). If you have any questions or require additional information please contact Jane Doe at 555-5555.

Thank you,

Your Name