

# Dear Tenants,

We are excited to announce a charity drive to support [Charity Organization/ Cause Name]. This event will take place on [Date] at [Location] from [Start Time] to [End Time].

We encourage everyone to contribute by donating non-perishable food items, clothing, or any other essentials. Your generosity can make a significant impact on those in need within our community.

Please drop off your donations at the leasing office starting from [Start Date] to [End Date]. Together, we can help make a difference!

Thank you for your support!

Sincerely,

[Your Name]

[Your Title/ Position]

[Building/ Community Name]