

# Announcement of Charity Drive

Dear [Recipient's Name],

We are excited to announce our upcoming charity drive, taking place from [Start Date] to [End Date]. This year, we are partnering with [Charity Organization Name] to support [cause/goal, e.g., homeless shelters, education for children, etc.].

We invite you to participate and make a difference in our community. Here are the details:

- **What:** [Details about items needed, donations, etc.]
- **When:** [Specific dates and times]
- **Where:** [Location of the drive]

Your contributions will help us achieve our goal of [specific goal, e.g., raising \$X amount, collecting Y items, etc.]. Every little bit counts, and together we can make a significant impact.

If you have any questions or would like to get involved, please contact us at [Contact Information].

Thank you for your support!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]