

Community Support Request

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

My name is [Your Name], and I am writing on behalf of [Your Organization's Name], an organization dedicated to [brief description of your organization and its mission]. We are excited to announce our upcoming charity fundraiser, [Event Name], which will take place on [Event Date] at [Event Location].

The purpose of this event is to [describe the goal of the fundraiser, e.g., raise funds for a specific cause, support community members, etc.]. We believe that with the support of our valued community partners, we can make a significant impact.

We kindly request your support in the form of [specific request: donations, sponsorships, volunteering, etc.]. Your contribution will not only help us achieve our fundraising goals but also demonstrate your commitment to [describe the impact of the contribution].

We would be grateful for any support you can provide. Together, we can make a difference in our community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further information or to discuss how you can assist us.

Thank you for considering our request. We look forward to the possibility of partnering with you in this important cause.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Phone Number]

[Your Email Address]