

Charitable Contribution Request

Date: [Insert Date]

[Shop Owner's Name]

[Shop Name]

[Shop Address]

[City, State, Zip Code]

Dear [Shop Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization/Group Name]. We are dedicated to [briefly describe mission/purpose of your organization].

We have an upcoming event on [insert date of event] that aims to [describe the purpose of the event]. To help make this event successful, we are seeking donations from local businesses, and we would be honored if [Shop Name] could contribute.

Your support will not only help us achieve our goals but will also showcase your commitment to our community. We would greatly appreciate a donation of [specific request, e.g., gift cards, products, etc.]. In return, we would be happy to promote your business at our event through [mention any promotional opportunities].

If you are interested in supporting our cause, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would love to discuss this opportunity further.

Thank you for considering our request, and for your continued support of our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Group Name]

[Your Contact Information]