

# Dear [Retail Establishment Name],

We hope this letter finds you well. We are reaching out to you on behalf of [Your Organization Name], a non-profit organization dedicated to [brief description of your organization's mission].

As a valued member of our community, we would like to invite your establishment to partner with us in making a difference. Our upcoming event, [Event Name], aims to [brief explanation of the event and its purpose]. We are seeking donations to help support this event and further our mission.

Your generous contributions could include [examples of items needed, e.g., gift cards, products, services]. These donations will greatly assist us in achieving our goals and making a positive impact in our community.

In return for your support, we would be pleased to recognize your establishment through [mention any benefits, e.g., promotional opportunities, signage at the event, social media shout-outs].

Thank you for considering our appeal. We would be happy to discuss this opportunity further and answer any questions you may have. Please feel free to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your commitment to community support, and we look forward to the possibility of partnering with you.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization Name]  
[Contact Information]