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Sample Fundraising Letter: Workplace Donations

Does your charity depend on donations from employees of local businesses? Getting permission to request donations from groups of employees is a great way to present your charity's message to a captive audience. An effective fundraising letter can help you win the support of businesses of all sizes in your community.

Sample Event Workplace Donations Fundraising Letter

Dear [Recipient's Name]:

The [name of organisation] is gearing up to launch its annual fundraising drive. Donations are used to provide [services] to [group served] in our community. We depend on the support of local individuals and companies to fund our important work.

Your company's support in the past has made a positive impact on the work [name of organisation] has been able to provide to [population] in our community. Last year, your employees contributed [dollar amount] to our campaign. This money goes right back into the community, in the forms of much needed services for people affected by [issue]. May we count on support from your company again this year?

As in year's past, we will be happy to send a representative to your company to share information with your employees about [organisation]'s efforts. I will call you next week to set up a time that is convenient for you and your staff. Feel free to call me at [phone number] with any questions.

Sincerely,

[Name]

[Name of Event] Participant

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