<<DATE>>

Address

Address

Address

Dear Friends at <<business >>,

My name is <<name>>, and I am a member of the Junior League of Albany. I am writing on behalf of the <<NAME>> committee to ask if you will support us in our <<name fundraiser>>.

The Junior League of Albany was founded in 1917, and we pride ourselves on supporting the Albany area by furthering our mission of promoting voluntarism, developing the potential of women, and improving our community. Some of our past projects include the Albany Ronald McDonald House, The Hope Club, and the Susan G. Komen of Northeastern New York Race for the Cure. You can learn more about us at our website, www.juniorleaguealbany.org

We will hold our <<fundraiser>> on <<Date>> at <<location>>. The <<fundraiser>> is funds our programming and our mission. <<describe the event, time of day, number of guests, and activities, if any>>. The event promises to be fun for all involved. We sell tickets to this event, which will cost <<COST>>.

To help us make this event a success, we ask that you donate <<in kind donation>> for <<specific thing we need to do>>. <<More information about when it is needed, how to get it, etc.>>. We would be happy to recognize you as a donor if you can help us with a donation. Because we are a 501(c)(3), tax-exempt corporation, your donation will be tax-deductible to the extent permissible under the law, and we will be happy to send you a letter documenting the value of your donation for your records.

We couldn’t do what we do without the support of others in our community, and we hope you will consider our request. Please do not hesitate to contact me should you have any questions at all.

Thank you for your time,

/S/

Name

<<Role in the Junior League>>

<<email address, preferably @juniorleaguealbany.org if available>>

<<phone number>>