

EXAMPLE OF LETTER TO ORGANIZATIONS THAT YOUR NON-PROFIT HAS A RELATIONSHIP WITH

(These are mailed to contact names that they have given you)

TO BE WRITTEN ON THEIR OFFICIAL LETTERHEAD

Dear _____,

We have set up a fundraiser called Shop To Earn that pays us 5%-30% back when our volunteers and supporters shop on our website at over 700 participating stores.

Here at _____ (charity's name), we have set this in motion for a nominal set-up fee and it is now growing by itself. This fundraiser continues to pay us month after month with no additional work on our part.

This fundraiser benefits us even more if we can benefit you.

If you would like to learn more about this self-maintaining fundraiser, please come to our presentation on mm/dd/yy at hh:mm at our location on Street Address, City, State.

For a presentation at your location, contact us at 555-555-5555 (your phone number) and ask for _____ your name.

_____ Charity Name

_____ Contact Name

Mail 2 weeks before the date. Ask for confirmation.

Follow up email or phone call at one week. Ask them to reiterate confirmation.

If email, send another reminder 3 days before.

Reminder call the day before the presentation to confirm attendance.