

Sample Donor Request Letter

{insert letterhead}

Date:

Corporation Name
(Name of intended recipient), Title
Address
City, State Zip Code

Dear Mr./Mrs. (last name of recipient),

In today's economy, the discretionary spending of corporations is significantly reduced but is still vital to the advancement of society and non-profit organizations. The students of {identify city or county} are asking you to team with them in changing their world. By making a contribution of {identify amount} to Sheaves for Christ (SFC), {identify corporation} will help students better their community and world. In addition, your gift qualifies as a charitable contribution for income tax purposes.

Sheaves for Christ is a fundraiser which reaches in and outside of our community. Since 1952, students and corporations have raised over \$103 million dollars. SFC has many worldwide allocation partners which you can read about at www.sheavesforchrist.com, but one that I felt would interest you most is {insert the allocation partner that best fits the company you are requesting from here}. Supporting SFC with a financial gift will help {name of allocation partner} expand its success. Another way SFC impacts our community is through funding {insert name of secondary allocation partner that may interest your donor}. Your generous gift could help {insert name of allocation partner} further its mission of {insert primary focus of the second allocation partner}. Considering the past success of these organizations and their reliance on financial donors like yourself, I ask you to consider making a donation to Sheaves for Christ without hesitation.

Our goal is to raise \${insert your organizations total SFC goal here} for SFC. I would like {identify corporation} to consider making a financial contribution of {\$ insert amount requesting here}. Of course any amount you choose to invest will be gratefully received. Contributions should be paid to the order of {insert name of your organization} and forwarded to {insert address to send contribution}. (Consider enclosing a self-addressed envelope with a simple to complete document gathering information to provide them a receipt of charitable donation.)

On behalf of the students of {identify city or county}, thanks for your consideration in supporting Sheaves for Christ and its initiatives. If you have any questions or need additional information, please contact me directly at {identify phone number} or {identify email address}.

Yours truly,

{Your name here – Include your contact information}