

XYZ Charitable Institution....

taking care of the needy in our community

January 11, 2005

The Washington Wild Things

Community Relations Department
One Washington Federal Way
Washington, PA 15301

SAMPLE

Ladies and Gentlemen:

I write today on behalf of XYZ Charitable Institution (000 First Street, Butler, PA 16001). I am requesting the Wild Things make an in-kind donation for the auction XYZ is hosting at its Casino Night on March 5th at the Charleroi Youth Center. The event is scheduled to get underway at 6:00 p.m., and our goal is to raise \$50,000 for our project.

Funds from this event will be used to provide food for the disadvantaged families in our community. We are currently serving 100 families in the area, providing food, temporary housing, and career training (for the parents).

XYZ Charitable Institution has been serving the Charleroi area since 1965; its because of the support and assistance of the community and organizations like yours that we are able to succeed in doing our work.

XYZ Charitable Institution is a non-profit organization, and our tax ID number is 0001-000. If you have any questions, my contact information is listed below.

Thanks in advance for your generosity.

Sincerely,

John H. Doe
400 Wild Avenue
Washington, PA 15301