

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]June 23, 2015

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Our annual fundraiser [Name of Event] will be held this year on [date] at [location]. As you know, financial support is extremely important to [Insert Club Name] as we [Insert Specific Provision to Community].

The [Name of Event] attracts more attendees each year, but we depend on the support of those in the business community who supply us with [Suggested Donation]. Would you be willing to donate [Suggested Donation] from your business?

Someone from the club will be contacting you to discuss your contribution and to share information about individual and group tickets to the club's upcoming games. It is a win-win situation when we benefit from your donation and you receive the chance to attend the club's games as a result of your generosity.

Our club's ability to continue to play is due in large part to the generous support of individual donors who believe in the power of sports, as well as gifts from businesses and corporations.

Thank you for considering our request,

Sincerely,

[Your Name]

[Address]