

PRINT ON CLUB LETTERHEAD OR TYPE IN CLUB NAME

INSERT DATE

INSERT COMPANY NAME

INSERT TITLE

INSERT ADDRESS

INSERT CITY, INSERT STATE/PROVINCE INSERT ZIP CODE

Dear Sir/Madam:

The INSERT CLUB NAME has been active in our community since INSERT CHARTER YEAR and has been committed to “Bringing Out the Best” in our local youth in a variety of ways. We sponsor INSERT CLUB ACTIVITIES and are asking for your support with our next project, a INSERT PROJECT.

It is our desire to award our winners with INSERT PRIZE as first prize, INSERT PRIZE for our second place winner and INSERT PRIZE for third place. We would greatly appreciate if your company could provide us with any of these items. If you are able to make a donation, please contact INSERT CONTACT INFORMATION by INSERT DATE so that arrangements can be made to obtain the prize. All donations will be used to enrich the lives of our local youth.

Thank you for your consideration and if you or any of your employees would have an interest in future projects of the INSERT CLUB NAME, we would be delighted to have you.

Sincerely,

INSERT NAME

INSERT TITLE