

# SAMPLE DONATION REQUEST LETTER



Date

Name

Company/Business Name

Address

City, State Zip Code

Dear **Name**,

As a proud Colorado state government employee, I am pleased to introduce you to the Colorado Combined Campaign (CCC). This workplace giving campaign provides state employees with the opportunity to donate to charities that directly benefit Coloradans. Donations are made through payroll contribution and directed to one or more of over 600 participating nonprofit organizations. Since its inception in 1987, the CCC has raised nearly \$32 million for worthwhile causes and groups.

We know **Company/Business Name** believes in charitable giving, which is why we would like to highlight you as a CCC supporter. We're inviting you to donate a product, service or gift card, which will be used as an incentive to encourage campaign participation. Coming from a well-regarded business, your donation will go a long way toward helping **letter writer's organization** encourage new and returning donors, and increase the total amount of contributions. Both of these significantly impact Colorado nonprofits and the communities they serve.

The CCC is a 501(c)(3) organization, so your donation is tax deductible as allowed by law. (The CCC's tax ID number is 74-2401941).

If you have questions or would like additional information, please contact me at **email** or **phone number**. To learn more about the history, impact and work of the CCC, visit [www.coloradocombinedcampaign.org](http://www.coloradocombinedcampaign.org).

Thank you for your consideration! I look forward to connecting with you soon.

Sincerely yours,

Letter writer's name

Letter writer's department, agency, college or university

**Note to letter writer:** a customizable version of this letter can be found at: [www.coloradocombinedcampaign.org/campaign-resources](http://www.coloradocombinedcampaign.org/campaign-resources).

**State Employees Giving. Caring. Sharing.**