



Sample Solicitation Letter

From the Food Team Workbook

www.kaboom.org

"Project Playspace: Giving Kids a Place of Their Own"

Project Playspace

123 Main St.

Anytown, USA 12345

Phone: (888) 555-2222

Email: project.Playspace@yahoo.com

Web: www.projectPlayspace.org

Month, Date, Year

Dear Joan,

Project Playspace and the Anytown Parent Teacher Organization are pleased to invite your business to participate in Cookout for Kids on Saturday, September 25, a fundraiser to help Project Playspace meet its goal of raising \$50,000 to provide our community's children with a safe place to play.

As an important part of our community, we are sure that you appreciate the value of providing our children with a place to jump, run, swing and giggle. And we need your support!

Please Help Make Cookout for Kids a Success By:

- Donating a service or product for the Cookout Raffle! All proceeds will go towards purchasing playspace equipment.
- Donating food items for the cookout.
- Distributing cookout flyers to your customers and associates.
- Being a volunteer cook!

How Your Business Will Be Recognized:

We are expecting 450 guests including community leaders. Your generous support will be recognized in a variety of ways, including:

- Listing the name of your business in the event program.
- Announcing and posting the name of your business at the event and on event banners.
- Listing your business as a "2004-2005 Project Playspace Supporter" on our website.
- Listing your business as a "2004-2005 Project Playspace Supporter" in our newsletter.

- Listing your business in a post-event "Thank You" newspaper advertisement.

It's Easy to Donate an Auction/Raffle Item:

To donate an item or to volunteer, visit www.projectPlayspace.org, or call or email Brian Bounce at (888) 555-2222 or Playspace@yahoo.com. Project Playspace also accepts cash donations!

If you would like more flyers and pamphlets or have questions, please call or email me. We are making good things happen and we appreciate your generous support.

Sincerely,

Brian Bounce
Food Team Captain