

## Sample Letter for a Business Donation

(Date)  
(Name)  
(Business Name)  
(Address)  
(City, State, Zip)

Dear (Name):

I am a resident of \_\_\_\_\_ community looking to complete a project in my neighborhood for the purpose of \_\_\_\_\_. I have been working on this project with \_\_\_\_\_ since \_\_\_\_\_ and plan to complete work by \_\_\_\_\_.

We would like to invite (name of business) to support our efforts to transform this blighted lot into something attractive and useful for the surrounding community. To date, we have raised over \$3000 for this project and hope to raise more to make this project a reality.

As a business that \_\_\_\_\_, we thought you would be interested in our efforts to reclaim blighted land and invest in our community.

We would be happy to recognize your business' contribution in our promotional materials and in later reports on the project in our newsletter, on our website, and through other communications to the public.

I have included a pledge form should you wish to make a contribution to this important project taking place in our community. I will follow up with you within the next two weeks to discuss any questions you might have or to discuss your possible support. Thank you for your consideration!

Sincerely,

(Your name)  
(Your title or position, if any)  
(Your organization's name)