

Fundraising Letter To Vendor

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Vendor's Name]
[Address]
[City, State, Zip]

Dear [Vendor's Name],

I am writing you today to ask for a donation for our yearly benefit to help homeless families in our community. The event will be held ___/___/_____ at [Location]. This benefit will include music, dinner, and a silent auction to help raise money.

Your donation will really help give our silent auction a special touch and will also give you added public exposure. Many of your customers will be participating in our fundraiser.

Your support of our yearly fundraiser would be very much appreciated. We are grateful for your consideration.

You may call me at any time to arrange a time and place to pick up a donation. If you have any additional questions please call me at the number above.

Sincerely,

[Sign here]
Title, Organization