

SAMPLE Procurement Letter General Cause (EnviroCare)



Fundraiser Letter Request

EnviroCare needs your support for our *100th Annual Auction* to be held on *April 1st 2020*.

EnviroCare greatly depends on the generosity of our community to help raise funds to clean the environment!

All profits will enable *EnviroCare* to help clean water and air with service personnel and communication efforts.

This fundraiser is a vital part of our annual effort to better serve our. The goal is to raise \$1,000,000! Will you join us today in our mission to help *EnviroCare* clean the water and air around you!

We are collecting business donations to be included in the *EnviroCare Spring Fundraiser Auction*. The most sought after items include be specific here too (examples are: gift cards, event tickets or something unique from your business). Monetary donations are welcomed too. All donations will be recognized and featured in our charity auction website which is exposed to all the *EnviroCare* supporters.

Because *EnviroCare* is a not-for-profit charitable organization, your financial or in-kind contribution is tax deductible to the extent provided by law (EIN 65-0000000).

Please join with other *EnviroCare* leaders and support our endeavors to improve our community. Your generous support the 100th Annual will have a lasting impact on the students and community in and around TeddyBear Elementary.

Thank you in advance for sending your donation by *March 1, 2019*.

Please send donations to:

CHARITY AUCTION NAME – attention Charity Chairperson Name
0000 Street.
City, State, ZIP

Sincerely,
Emily
EnviroCare Auction Coordinator
email and phone