**EXAMPLE DOCUMENT**

[Date]

Dear [Donor’s name],

I am [name] and I am the [*position*] of [*Club name*]. At [*Club name*], we seek to provide opportunities for older people to remain engaged and active with their peers and local community [*or replace with other mission statement*] by [*include the types of activities you provide your members. Give specific example of your impact*.]

While we provide great support to our members, we would like to offer more.

We need your support to [*new project or event that you’re asking donations for*].

Would you consider donating [*donation amount, items, or services that you need*] to help us achieve our mission?

If you have any questions, I would be happy to provide you with more information about how you can help support our work at [Club name].

We greatly appreciate your donation, and it will be used to [i*nsert how the donations will be used and the impact that this donation will have*]. If you wish to contribute, please fill out the attached form or give us a call at [*phone number*].

Sincerely,

[Name]

[Email]