# Donation Letter Template



111 Main Street, Analysis, ME 55555 . www.abcelementarypto.org . info@abcelementarypto.org

DATE

NAME Organization Address City, State, ZIP

Dear NAME,

I am writing on behalf of the ABC Elementary PTO to request a donation for our silent auction scheduled for September 15. At this event, typically attended by about 300 community members, we auction off gift cards, merchandise, and services generously donated by businesses like yours. The event proceeds will help pay for much-needed upgrades to the school playground.

We would greatly appreciate any donation you can make. Should you make a donation for the silent auction, your business will be recognized on auction displays at the event as well as in the school newsletter. We will also provide a donation receipt letter with the PTO's tax exempt ID number for your records.

If you have any questions or need further information, please contact me at (555) 555-5555 or at EMAIL ADDRESS. On behalf of the students, parents, and faculty of ABC Elementary, thank you for your consideration.

Sincerely,

Susie Smith Silent Auction Chairwoman ABC Elementary PTO



# **Professional Letters Asking For Donations**

**Darian Rodriguez Heyman** 

#### **Professional Letters Asking For Donations:**

The Complete Guide to Writing Successful Fundraising Letters for Your Nonprofit Organization Charlotte Rains Dixon, 2008 With more than 1.4 million nonprofit organizations in operation in the United States and an estimated 100 million fundraising letters mailed out each year you may find yourself wondering how you can separate yourself from the hordes of nonprofits clamoring for donations If you employ the techniques provided in The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations you will ensure that your letter stands out and achieves its goal In this new exhaustively researched book you will learn everything you need to know about formatting a letter using the word you structuring a letter emotional triggers what works what does not work asking for year end contributions asking for the right amount and common pitfalls to avoid You will learn about follow up letters thank you letters front end premium letters back end premium letters survey letters special event letters petition and protest letters special appeal letters renewal series letters major donor letters sustainer letters and lapsed donor letters as well as letters for recruiting new donors Additionally you will learn how to generate the best response how to phrase your appeals how to address your letter how to write strong leads how to open and close your letters how to structure your letter how to use compelling stories to your advantage how to be personal how to write with a sense of urgency and hundreds of other writing tips The Complete Guide to Writing Successful Fundraising Letters for Nonprofit Organizations provides you with a wealth of sample letters examples writing exercises and forms all of which are included on the companion CD ROM as well as detailed advice and instructive case studies By reading this book you will come to understand your donor and his attitudes You will ultimately create a successful fundraising campaign and achieve your organization s goals Whether you are a nonprofit focused on the arts charities wildlife protection religion health science literature or any other field you will find valuable information in this book The companion CD ROM is included with the print version of this book however is not available for download with the electronic version It may be obtained separately by contacting Atlantic Publishing Group at sales atlantic pub com Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president s garage Atlantic Publishing has grown to become a renowned resource for non fiction books Today over 450 titles are in print covering subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or Public Relations ,2007 **A Blueprint for Fundraising** Christopher Stoddard, 2024-01-28 Do companies discussed you need help raising money for your charity Not sure where to start A Blueprint for Fundraising is going to help In these pages it will focus fundraiser s attention on the detailed steps needed for success in raising money for any charity Fresh Perspectives: Professional Communication for Business, 2007 Fundraising Fundamentals James M.

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Bly, Regina Anne Kelly, 2009-01-01 A practical guide to drafting time saving and effective e mails faxes and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need Keep Your Donors Tom Ahern, Simone Joyaux, 2011-01-04 Written by fundraising experts Tom Ahern and Simone Original Joyaux Keep Your Donors is a new winning guide to making disappointing donor retention rates a thing of the past This practical and provocative book will show you how to master the strategies and tactics that make fundraising communications profitable Filled with case studies and based in part on the CFRE and AFP job analyses Keep Your Donors is your definitive guide to getting new donorsand keeping themfor many years to come The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-05-14 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

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has been designed primarily to support students studying for the Certificate in Fundraising Management offered by the Institute of Fundraising but is a useful text for all fundraising students and professionals

#### **Professional Letters Asking For Donations** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Professional Letters Asking For Donations**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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