

Club Name
Club P.O. Box number

Date

XYZ Company
Attention: Bill Gates, Owner/Manager
123 Street
Over there, CA 98765

Dear Mr. Gates,

The _____ 4-H club is seeking funds/items for our annual _____ event. 4-H is a non-profit, tax exempt organization (*see attached letter*). Your help will truly be appreciated by donating _____ that will allow members in our club with their _____ project. Over 72 youth from our area will benefit from your assistance.

Your business will be publicly recognized and thanked in our event program (*if applicable*).

Thank you very much for your time and consideration. Bobby and Susan Fieldgreen will be calling you within the next week to see if you received this letter and if you can help us in any way.

Should you have additional questions, please contact our adult event chairperson, Lindsay Clover: 925-555-5555.

Sincerely,

ABC 4-H Club President