“Date”

Name of Company,

Good day, we are contacting you on behalf of the “INSERT PO NAME”. We are a private organization that raises funds and coordinates events that benefit our “INSERT PO NAME” ‘ s members that reside in the Kaiserslautern area. As a group, we contribute greatly our local members and their families and depend highly on businesses to help with providing services to them. We currently are in the planning phase of some fundraising events and would like to request donations from businesses that our members frequently use.

The purpose of our event is to raise funds and gather prizes for the execution of morale and welfare events. It is through these events that our organization can impact the quality of life of its members. Through discussions with our members, your organization was identified as one that provides great service and caters to all members of our community, including those that form a part of our organization. It is for that reason that we would like to engage with you on this matter.

“DESCRIBE YOU EVENT WITHOUT USING MILITARY, GOVERNMENT OR BASE AFFLIATION”

We are in search of any items or merchandise that our organization can utilize as door prizes and competition awards during our upcoming event. If you choose to contribute to our organization, you may donate items that have your business’ logo, but unfortunately, we cannot express any endorsements or post advertising. During the conclusion of play and the announcement of the winners, we will verbally thank those organizations that have contributed to our event and the cause it supports. We will again at our meeting verbally thank and recognize your business and their contribution.

The members of our organization greatly appreciate your time in considering this opportunity. Please contact me via email at email@com( CAN NOT BE A GOVERNMENT EMAIL OR ADDRESS) or at +49-?????????????? if you have any questions regarding our event or our organization. We hope to hear from you.

Kind Regards,

“NAME”

Event Coordinator, “INSERT PO NAME”