

Donation Letter

Dear _____:

_____ is a _____ in this county serving the needs _____.

We recently purchased _____,
but we need further funds for _____

Your company can help us by providing funds in the form of a grant or by donating goods and services. We will provide you with a tax-exemption certificate for everything you contributed towards our _____.

Thank you in advance for your support.

Sincerely,
