**{LOGO OF YOUR ORGANIZATION}**

Date:

Name

Address

City, Town

State, Zip

Dear:

The Board members and staff of **{name of your organization}** are developing **{or continuing}** to implement the **{project(s), initiative(s), or project(s)}.** With vision and careful planning, the **{project(s), initiative(s), or project(s)}** is/are intended to **{briefly describe what you plan to do}.**

The {**name of your organization's}** Board, and other concerned individuals have determined that a yearly fund-raising **{major funding (or capital)}** campaign should be launched to undertake (**project(s)/initiative(s).** Theattached Prospectus gives a summary this/these (**project(s)/initiative(s)**. However, before we go forward, we must have input from our donors **{investors or members}** and business and community leaders).

We are in the process of starting a Pre-Campaign Philanthropic Assessment Survey. Over the next few weeks, **{name of staff member)}** will contact you to arrange a time and day convenient to you to call you and send a questionnaire for your input. The questionnaire will be confidential and will require no more than (………minutes) to complete it. You will not be solicited for funds, nor will you be asked for a commitment of any kind in the questionnaire. Nothing in the final report will be personally attributed to any participant.

Speaking for the Board of Trustees and staff of **{name of your organization}** I hope you will find it possible to be among those key individuals to assist us with our Pre-Campaign Assessment Survey. Thank you for considering my request.

Sincerely,

President, Board of Trustees