**{Logo of Your Organization}**

Dear:

Thank you for volunteering your time and energy for **{your organization’s name}** Annual Fund. This is an exciting, but also a crucial time, to increase our {**state your organization’s goal(s) for the year – be precise}** and continuing the **{state the good thing(s) you are providing to your constituents and community}.** Weappreciateyour commitment to **{**again help us with this year’s annual campaign - **if they were a volunteer in one of your previous annuals} {or}** assist us in this important annual campaign.

Your work will be critical to help us reach this year’s goal of **{$....}**, which will come from our current and prospective, and companies who believe in our mission. You know how important personal contact in fundraising, and your outreach will help to strengthen **{your organization’s name}** within our community. The enclosed materials will provide you the pertinent information on this year’s campaign and help you with your cultivation and solicitation activities.

Thank you for being part of the Annual Fund Volunteer Team. If you have any questions, please do not hesitate to contact me directly at **{email address}** or **{your telephone number}.**  We look forward to working with you and celebrating another successful **{your organization’s name}** Annual Fund in **{month when you will end your campaign**}.

Sincerely,

Executive Director Chair of your Funding Development Committee