**{NAME OF CAMPAIGN or LOGO OF YOUR ORGANIZATION}**

Name

Title

Company

Address

City, State, Zip

Dear:

Thank you for taking the time to meet with me to discuss **{Your Organization’s} {$.... Name of Campaign}.** In order to be successful, the **{Name of Campaign}** must have the support of leaders in our community. As the chair of this important **{One Year or Two, Three, Four or Five-Year Funding or Capital Campaign}**, I would like to ask you to join me as the co-chair **{Or One of}** co-chair(s) for the **{Name of Campaign}.** The role of the co-chair is to lend your name to the campaign, help to open doors to other leaders of the community, and to make a financial commitment to the campaign.

We have already raised **{$.... from (#) of lead gifts} from** individuals donors, the business community and foundations as a way of setting the pace for the Quiet Phase of the campaign. I have enclosed some information on {**Your Organization}** and the upcoming campaign. I look forward to working with you on this very important **{$.... Name of Campaign}** and thank you for considering joining me as the campaign co-chair.

Sincerely,

Campaign Chair