**{Logo of Your Organization)**

{Date}

{Mr./Mrs./Ms.}

{Name of Company/Organization}

{Professional Title}

{Address}

{City/Town/State}

Dear:

Since **{Year}** the **{Your Organization}** has played an important role in improving the **{Lives of (Your Constituents), Quality of Life of Our Community, Other….**}.

Over the past months **{or Year}** a **{…… Committee}** has been investigating the possibility of embarking on a yearly **{or, two, three, four, or five-year}** **{Funding or Capital Campaign}** for

**{New Program(s), Enhance a Current, Initiative(s), Project(s)}.** Our **{Your Organization}** is currently **{Doing…., Working On…., Providing…., Other}** and to **Continue to, or Enhance our……}.** We must raise **{$....}** next year **{or over the next two, three, four or five}** in order to continue our programs thatbenefit **{constituents, community, other}.**

In total, we expect the costs for **{Program(s), Initiative(s), Project(s**)}, to be **{$......}**. Funding for this will come from our current and prospective new individual donors, businesses, foundations and **{Local, State or Federal Government}.**

Prior to initiating our yearly **{or Multi-year Fundraising or Capital Campaign},** we want to conduct a “Feasibility Assessment Survey”. The survey will seek the advice of our Board, current and prospective donors **{or Members, Investors}**, businesses, government , and community leaders to determine in which direction our yearly fundraising campaign **{or Multi-Year Funding or Capital Campaign}** should follow.

A representative of **{Your Organization or Specifically You}** will contact you within the next week(s) to request setting a time for you to fill out a *confidential questionnaire.* This is an attempt to collect input from our donors **{or our Members, Investors**} and members of the community to see how we are doing and give us direction for our possible funding **{or Capital}** campaign. This is a confidential information gathering session only and you will not be asked to make a financial commitment now.

The attached *Prospectus* outlines our proposed **{Program(s), Project(s) Initiative(s)}** in greater detail. We hope you will take some time to read it prior to completing the questionnaire.

We believe that your feedback will be essential in helping us to determine our fundraising potential in order that we may realize our **{Goal, Mission, Other)}**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of the Board CEO/Executive Director