**(sample request letter to set up time to complete questionnaire)**

**(Logo of your organization)**

Dear:

Since (year) the (name of your organization) has played an important role in improving the …………. of this community.

Over the last……. Year(s) a………… committee has been investigating the possibility of embarking on a (1,2,3,4, or 5-year) funding campaign to …………………. Our (your organization) is doing …………………………………….and to continue (or enhance) our…………. we must raise $.............to benefit our………………………………….

In total, we expect the costs for …………………to be $................ Funding for this will come from our current and prospective new donors, all levels of government and the business community.

Prior to initiating the fundraising campaign, we want to conduct a “Feasibility Assessment Survey”. The survey will seek the advice of our board, (donors/investors/members), businesses, government and community leaders to determine in which direction the fundraising campaign should follow.

A representative of (your organization) will contact you within the next week to request setting a time for you to fill out a *confidential questionnaire.* This is an attempt to collect input from members of the community, we are always hoping to further our interests in line with the community’s goals. 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 (project, initiatives) 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 …………………………………….

Sincerely,

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Chair of the Board CEO/Executive Director