**LOGO OF ORGANIZATION**

Date

Name

Address

City/Town

State/Zip

Dear:

The (**name of your organization**) is currently in the planning stages of developing its next one (2, 3, 4, or 5) year funding cycle. Enclosed you will find a Prospectus of what will become a much more detailed plan for a future funding (or capital) campaign. We would like to have your help in refining the plan for (name of organization’s) next year (2, 3, 4, or 5) years.

Over the next week or so, (**name of staff member**) will contact you to arrange a convenient day and time to call you and e-mail you a questionnaire to assist the (**name of your organization**) in obtaining input and feedback from (current and potential donors/members/investors, business and community leaders) and determining the feasibility of obtaining sufficient program funding. *You will not be asked for money during this meeting.* Rather, we hope to elicit your honest opinion as to whether we are on the right track in forging a plan that will substantially improve our (**name of** **organization**) and/or (**community’s future, or other**….)

The questionnaire-taking will take no more than (………minutes) and your answers will be strictly confidential. Please feel free to be perfectly candid. The questionnaire was prepared for the information and recommendations in aggregate will be used to prepare a Pre-Campaign Assessment Survey, which you will receive a copy when the Final Report is completed.

We appreciate your kind consideration of this request and will be most grateful for your participation in this important process.

Sincerely yours,

President of the Board of Directors CEO/Executive Director