

SAMPLE DONATION LETTER – please copy and paste into a new Word document and make necessary changes.

<Insert today's date>

Dear <Insert Name>,

Imagine the uncertainty of not knowing how to provide your family their next meal, the limitations of not being able to read a job application, the despondence associated with losing your home, or the fear of having a sick child and no health insurance to enable you to see a doctor... these are the faces of Skagit County Community Action.

On May 14, 2011, I will be participating in the 2nd Annual Have a Heart Run and all the proceeds benefit Community Action. Funds raised each year are used to provide crucial services for those struggling for stability in the face of job loss, homelessness and hunger.

My personal goal is to raise <insert your \$ goal>. Your donation will help me impact my community in a positive way. Not only will you help me achieve my goal, you will also help Community Action maintain fundamental services during this economic downturn.

Please complete the form below and return the form to me with your donation (made out to Community Action). The Have a Heart Run is quickly approaching, so please send your donation as quickly as possible.

From the heart,

<insert your name>

<insert your mailing address>

Yes! I am happy to support you in your efforts in the Have a Heart Run! You can count on me for:

___ \$100 ___ \$75 ___ \$50 ___ \$25 ___ \$10 ___ Other

Please make check payable to **Community Action or SCCAA**. Or you can donate on-line using DEBIT, VISA, or MC – go to www.skagitcap.org and click on DONATE.

Please indicate the runner you are sponsoring on the notes section.

Skagit County Community Action is a non-profit 501(c)(3) organization and your donation is tax-deductible.