

****Copy and paste this into a word document in order to customize for your specific requests.**

[Insert your letterhead here]

[Date]

[Store Name]

[Address]

Oakland, CA [Zip]

Dear ["Store Manager" or insert person's actual name if known],

[Your organization/group name] is requesting donations for our volunteer event on [insert date and location]. We are asking for a donation of:

[name specific donation request here, e.g. Coffee for 25 people].

Through the City of Oakland's Adopt A Spot program, we are sponsoring a volunteer [cleanup, planting, habitat restoration, etc.] event at [location] from [time range]. You are invited to join.

With your donation, we hope to provide our volunteers with the energy they need to clean and beautify our communities. We will acknowledge donations at our volunteer event.

Thank you for supporting a cleaner and more beautiful Oakland!

Sincerely,

[Name]

[Title]

[Organization/Group Name]

[Email]

[Phone]

For more information about [organization/group name], please visit [insert website here].