

****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 very appreciative of your donation of [name specific donation request here, e.g. Coffee for 25 people] for our volunteer workday on [insert date].

Our volunteers thoroughly enjoyed your contribution. [Insert short description of how many volunteers participated at your site and what was accomplished (could be something like "30 volunteers removed 20 bags of trash from Courtland Creek, improving the area for wildlife, water quality, and the community's enjoyment")]. **We are grateful for your support to Oakland by providing our volunteers with the energy they needed to clean up our city.**

Thank you for your commitment to a cleaner and more beautiful Oakland!

Sincerely,

[Name]

[Title]

[Organization/Group Name]

[Email]

[Phone]