

# **Sample Letter of Request for Donations**

*(to be typed on your organization's letterhead)*

From:           *(hosting organization's and coordinator's name)*          

To: Local Businesses and other Organizations in our District

Re: Request for Donations in getting an Award Winning Author to visit our community

## **Award-Winning Author, Sandy Lynne Holman, is visiting our community. We need your support!**

We are very excited to announce that we are in the process of inviting Sandy Lynne Holman, the nationally renowned author of “*Grandpa, Is Everything Black Bad?*”, to visit our community. Sandy is a dynamic speaker who has the special gift of connecting with people of all backgrounds, especially youth. We would like to have Sandy work with our organization so that our youth can benefit from all she has to offer. Sandy focuses on teaching young people to respect their elders, individuals that come from different backgrounds, and to learn about the world through literature. Her work has been featured in the School Library Journal, Writer's Digest, The Los Angeles Times, and The Today Show. She has an excellent reputation for making the day an exciting experience for all.

We are asking for your help in bringing Sandy to our community by making a small financial or material donation. Your organization can make contributions towards her speaker's fee, hotel room, transportation, and meals. In addition, or alternatively, you can make contributions toward the purchase of some of her books for our youth.

We are inviting the media to participate in our visit with Sandy. Organizations that make contributions towards Sandy's visit will have an opportunity for acknowledgment and positive exposure in the media. We will also send a note home to parents acknowledging any donations we have received.

If you would like to support our special day with Sandy, please call (*Name and Phone # of Event Coordinator*) or you may also contact the publisher, The Culture C.O.-O.P., directly, at 1-877-COLORS-7 and ask for Mark Miller. Sandy will also be autographing children's books and she can make a personalized comment on behalf of the donating organization, if desired.

Thank you for your time and consideration. If you have any additional questions please contact (*Name and Phone # of Event Coordinator*).

Sincerely,

(Name of Hosting Organization)