

Mr. John Smith  
Manager, ABC Company Inc.  
123 First Street  
Waterloo, ON N1N 1N1

Dear John,

We are writing to extend an invitation to share in an opportunity to join forces in support of the fight against cancer. A cancer diagnosis is frightening. In order to move past this fear we need people like you to help support those living with cancer to find hope.

**HopeSpring Cancer Support Centre** can help. We are a local community organization committed to empowering those whose lives are impacted by cancer to improve their emotional, physical and spiritual well-being. Volunteers and professional facilitators at HopeSpring have been **helping people live through the challenges cancer presents since 1995**. HopeSpring is a non-profit organization solely dependent on its community for support.

Our organization, ZYX Industries, has begun supporting HopeSpring both philosophically and financially. We organize and sponsor an **annual Fantastic Dinner, Dance & Silent Auction** event. Several hundred employees volunteer their time organizing this event which raised more than **\$25,000** last year.

We are excited to have planning underway for this year's event to be held on **Saturday, November 1**. Key components of the fundraising are the raffle for which tickets are sold before and during the dinner and auction, and the auction itself. In both cases, our success in raising monies for HopeSpring is reliant on the **generosity of donors like you. Your organization has been recognized and we would be thrilled if you would consider being a donor**. Sponsorship opportunities are also available for this event, in the range of \$250-\$5,000. If you would like to know more about sponsorship opportunities, please let us know.

A ZYX Industries employee who is also a HopeSpring volunteer will call you within a few days to contact you about your participation. Or you can email your response including the details of your donation to email@email.com or telephone 519-555-1234, extension 56789.

Thank you for considering a donation to this important event planned in support of HopeSpring.

Sincerely,

Jane Mitchell  
Executive Director  
HopeSpring Cancer Support Centre

Jane Doe  
Vice President and Event Chair  
ZYX Industries Inc.