

## Solicitation Letter Template

Date

Name

Business

Address

City, State, Zip

Dear \_\_\_\_\_,

In the first paragraph of the letter that you will introduce not only yourself, but also the cause that you are working for, Inova Health System and your association with Inova. It is important that you mention, in what capacity you work for Inova (long-time supporter, patient, volunteer). Mention why you want to raise funds, how you are going to raise funds and how the funds are going to be diverted for the cause.

In the second paragraph, you should give the details of the event that you are organizing in order to raise funds and in what particular way you would like the addressee to help out during the event. Since this letter is intended to be a fundraising letter, you will have to mention the benefit that the addressee will gain out of supporting your cause.

In the final paragraph of the letter, you should thank the addressee and his/her organization for sparing valuable time in paying attention to the letter. Also mention your contact details again so that the addressee can get in touch with you whenever he needs to.

Sincerely,

Your Name

Contact Information