

(Your Organization's Letterhead)

Dear Sir/Ma'am,

(1st Paragraph)

- Who you are
- What your organization does
- Why you've approached them

(2nd Paragraph)

- Reasons to donate to your organization
- What you'r asking for
- Benefits/Impact on your organization for making a donation

(3rd Paragraph)

- Appeal to consider a donation
- Contact details

Sincerely,

(Your Name and Sign Above)

THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS (DoDI 1000.15 Enclosure 2(1)(b)(3).).