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Date

Name of Potential Donor

Company Name

Address

City, State Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

National Church Residences is the innovative leader in integrating home and supportive services for seniors and vulnerable individuals, enabling them to live healthier and more satisfying lives. Our community (property name), is home to (# of residents) in (city, state).

To keep our seniors safe, this year we are holding our Mission Day celebration virtually by hosting a (Insert name of event here) on (day, date, time) to raise funds for (insert what the funds will go towards) for our seniors.

We would like to request a donation of (name it – hot dogs, ice cream, balloons, etc.) and/or your monetary sponsorship to support our residents. *(If asking for a donation of items and/or money, provide as much detail as possible to let the potential donor know how the donation will be used.)* All donations will be acknowledged for tax purposes.

Thank you in advance for your consideration to support seniors in our community. I will follow up with you on (date) to confirm (name of company/your) commitment. In the meantime, if you should have any questions, please feel free to contact me at (area code) telephone number), or stop by our community located at (address).

Sincerely,

Name

Title/Position