

Date

TO: THE BUSINESS LEADERS OF THE LOCAL COMMUNITY

FROM: **Organization Name**

SUBJECT: Request for Donations

Members of the **Name of Organization** are hosting a **Name of Event** on **Date** at **Time, Place, and Town/Base name**. We are asking for your help in providing prizes for the _____. Our organization is volunteering their off-duty time for this event that is completely unrelated to any official business of the United States Air Force or Hurlburt Field. This event is neither sponsored nor endorsed by the Air Force.

The proceeds from this event will be going to the **Name of Organization**, which is a self-sustaining organization and uses its funds to contribute to morale and esprit de corps. The fund helps defray the costs of events like the Holiday Party and Family Summer Picnic.

Any donation you can provide will be greatly appreciated. **Your donations will be verbally acknowledged** at the **Name of Event**. If you have any questions, please contact **Name of Donation Requester** at **xxx-xxxx**. Thank you for your support!

First/Last Name

Tournament Director/Title