

TO: THE BUSINESS LEADERS OF THE LOCAL COMMUNITY

FROM: PRIVATE ORGANIZATION NAME

SUBJECT: Request for Donations

1. Members of the PRIVATE ORGANIZATION NAME are hosting a TYPE OF EVENT on DATE, at the EVENT LOCATION. We are asking for your help in providing prizes for the event. 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.
2. The proceeds from this event will be going to the PRIVATE ORGANIZATION NAME. The Organization is a Private Organization and uses its funds to contribute to morale and esprit de corps. The fund helps defray the cost of the event.
3. Any donations you can provide will be greatly appreciated. Your donation and business will be verbally recognized at the event. If you have any questions, please contact POC NAME and PHONE NUMBER or email me at EMAIL ADDRESS. Thank you for your support!

NAME OF POC
Event Coordinator