

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, Town/Base name**. We are asking for your help in providing prizes for the **Name of 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 Keesler Air Force Base. This event is neither sponsored nor endorsed by the Air Force.

The proceeds from this event will be going to the **Name of Private Org** fund, 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 **(holiday party, special activities, etc...)**.

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 (unofficial phone numbers only)**. Thank you for your support!

First/Last Name

Private Organization Title

Name of Organization is a private organization. It is not a part of DoD or any of its components and has no governmental status.