**SAMPLE  SOLICITATION LETTER TEMPLATE**

(Date)

(Name)

(Name of the company)

(Address)

(City, Postal code)

Date

Dear (First Name):

I sincerely thank you for taking out some of your valuable time for me and having a conversation on (date of the conversation). I appreciate your valuable time and I look forward to build a (relationship/partnership) with your esteemed organization (name of the organization).

The (name of the event), is (describe the event) which will be conducted on (date of the event) at (the address of the venue). The main goal of conducting this event is to raise a sum of $ (amount) for the homeless and destitute that rely on our organization The World Help.

The World Help is a non-profitable charitable organization. We work for the weaker sections of the society and help them lead a decent life.

In return, to your kind favor by donation we will promote your company, on our website. We will also mention your favor on the day of the event in the opening and the closing speech.

We will be sincerely grateful if you can extend your help towards us. We look forward to hear from you soon.

Thanking you,

(You’re Name)

(You’re Position)

(Address)