[School Name] Reach Leadership Club

[Your Name], [Club Role, ie. President]

[Your Email Address]

[Advisor Name], [Faculty/Parent] Advisor

[Advisor Email Address]

[School Address]

Family Reach Tax ID: EIN# 91-2192211

[Date]

[Recipient Name]

[Company/Business Name]

[Company/Business Address]

Dear [Contact Name OR Business Name],

We are members of the Reach Leadership Club at [School/University], a branch of Family Reach, a national nonprofit that assists families dealing with the financial burdens of cancer.

We are hosting [Fundraiser Name/Details] on [Date/Time]. We are hoping to raise [Fundraising Goal] in order to help alleviate the financial burdens brought onto a family by a cancer diagnosis. We would greatly appreciate a donation in the form of products to be raffled off or a monetary donation through cash, check, or Venmo.

Please do not hesitate to reach out with any questions or concerns. We greatly appreciate your consideration and time.

Sincerely,

[Your Name]

[Club Role]

[School Name] Reach Leadership Club