



IN KIND DONATION SAMPLE LETTER

Date (Font Trebuchet)

Company
Address
Address

Dear _____,

I am a member of the (City name) Chapter of AmeriCorps Alums. The (City name) Chapter, comprised of AmeriCorps Alumni currently serving in the (City) Metro area and AmeriCorps Alumni living in the (City) Metro area, represents and organizes the network of over [number of registered members] AmeriCorps members and alums here in (City, State).

Supported by AmeriCorps Alums, the (City name) Chapter plans monthly service and social events to engage and mobilize the AmeriCorps network as well as community members and leaders here. This month our event is (insert brief event description here). In order to make this event possible, we hope to enlist your help in providing _____ . Your support of our event is greatly appreciated!

Your donation of _____ will help us engage more AmeriCorps members and alums, inspire them to continue serving and will benefit the community as a whole.

Sincerely,

(INSERT YOUR SIGNATURE HERE) example:

John Doe
Communications Chair
(City) Chapter of AmeriCorps Alums
cell: 404.111.2222
email: Johndoe@gmail.com
www.americorpsalums.org/group/atlanta



Represent. Organize. Serve.