

MEMORANDUM FOR XXXXXX

FROM:

SUBJECT: Fundraiser XXXXX

The PRIVATE ORGANIZATION is hosting an EVENT and respectfully requests your assistance in making this event a success.

The PRIVATE ORGANIZATION is conducting a fundraiser on DATE at LOCATION. We are seeking monetary donations, gift cards, and/or other items to give away to our players as well as the winners at the event. This will be an excellent opportunity to increase awareness of your business to the local community while also providing much needed support to our event.

Thank you for taking the time to consider our request and we greatly appreciate your generosity. Your business will be verbally recognized at the conclusion of our event. If you have any questions, please contact me at NON-GOV'T PHONE/EMAIL.

NAME,  
President of PRIVATE ORGANIZATION

***THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.***