 ***Sample Club Donation Solicitation Letter***

(Date)

«First» «Last» (of recipient)

«Title»

«Mailing»

«City», «State» «Zip»

Dear «Mr.,Ms.»,

As an alumni of Valdosta State and a past member of [club name], we like to keep you informed about what’s going on with the current group, and we’d also ask that you help support our [team, club, etc]. Support from our alumni is integral to the continued success, team building, and fun of [Organization].

Over the past year [club name] has been at the forefront of many exciting changes. <**Talk about changes, travels, competitions, rankings, successes, etc.>** This year we’d like to raise funds to help us [travel, buy uniforms, pay entrance fees-specifics help]/or our major goal is to purchase [item].

Our current [team, club] would greatly appreciate your continued support and commitment to Valdosta State and [club] by providing a financial donation. You can mail a check payable to the VSU Campus Recreation Foundation addressed to [club name] to 1300 Sustella Ave. Valdosta GA, 36198. A receipt will be mailed to you once we receive your donation.

Thank you for your support,

(Name )

[Officer Position, Club]

(Class Year)

(Phone Number)

(Email Address)