Xavier Lau

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September 1, 2018

Portia Lee

Owner

Acme Travel

321 Metropolis Ave.

New City, NY 12345

Dear Ms. Lee:

I’m writing to you today on behalf of Happyland Helpers. We’re a small organization that helps low-income families who need after-school care for their young children. We offer grants to families and free transportation for their children so that they can attend one of the local after-school daycare centers.

Every year, we hold a fundraising event: the Happyland Carnival at Floyd Rosedale Middle School. I’m hoping you may be interested in donating to our silent auction and raffle.

We’re looking for items such as gift baskets, housewares, toys and other useful items. Cash donations are also appreciated if you prefer. This year, all proceeds will go towards buying the new van that we need to transport the children.

If you’re interested in making a donation, please let me know by email xavier.lau@email.com, or by cell phone (555-555-5555) if you have any questions.

Sincerely,

Xavier Lau