**\*\*USE THIS AS A TEMPLATE FOR SOLICITATION ON YOUR OWN STATIONARY OR EMAIL\*\***

[*Date*]

Dear [*insert Business Owner/Community Relations Manager name*]:

[Insert your workplace name] is currently planning our annual United Way of Larimer County Employee Giving Campaign. We support United Way because of their work to strengthen our community. United Way of Larimer County tackles issues that matter most to our community – like education for youth and financial stability for working families – and uses a collaborative approach to accomplish more together.

Every year, thousands of local children and families benefit from United Way’s innovative partnerships and life-changing programs.

This year, we are requesting the assistance of businesses such as yours to help support our fundraising efforts. We are requesting a donation of [*item requested*] to be used as a featured silent auction item in this year’s campaign to help us achieve our goal of [*insert goal amount]* in support of United Way of Larimer County.

United Way of Larimer County is a tax exempt non-profit organization under the IRS code 501(c)(3), Federal Tax ID number 84-6031503. For more information about how your donation helps strengthen our community, please visit [www.uwaylc.org/impact](http://www.uwaylc.org/impact).

We are truly grateful for your consideration. Together, we are making a difference.

Sincerely,

[*Solicitor’s Name*]