

****Copy and paste this into a word document in order to customize for your specific requests.**

[Insert your letterhead here]

[Date]

[Store Name]

[Address]

Oakland, CA [Zip]

Dear ["Store Manager" or insert person's actual name if known],

[Your organization/group name] is requesting donations for our volunteers at Oakland's annual Earth Day on Saturday, April [fill in date and year]. We are asking for a donation of:

[name specific donation request here, e.g. Coffee for 25 people].

Earth Day is Oakland's largest annual volunteer cleanup and beautification event. In 2015 3,400 volunteers pitched in more than 15,000 hours at ninety sites across Oakland. Volunteers removed more than 170 cubic yards of trash and more than 500 cubic yards of weeds and green waste. In total over the trash and green waste removed is enough to fill more than 4,000 thirty five gallon garbage cans!

As part of Earth Day, we are sponsoring a volunteer [cleanup, planting, habitat restoration, etc.] event at [location] from [time range]. You are invited to join.

With your donation, we hope to provide our volunteers with the energy they need to clean and beautify our communities. We will acknowledge donations at our volunteer event.

Thank you for supporting a cleaner and more beautiful Oakland!

Sincerely,

[Name]

[Title]

[Organization/Group Name]

[Email]

[Phone]

For more information on this event, please visit www.oaklandearthday.org

For more information about [organization/group name], please visit [insert website here].