

****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 for the annual Oakland Creek to Bay Day on the third Saturday of September. We are asking for a donation of:

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

For over twenty years, Oakland Creek to Bay Day is a cleanup and beautification event that occurs citywide and is part of the California and International Coastal Cleanup Day. In Oakland, over 1,000 volunteers donate their time to cleanup creeks and waterways every year. These volunteers are from all walks of life and come together to pick up litter, remove invasive plants, restore wildlife habitat, and otherwise improve Oakland for themselves, their neighbors, their children, and the local wildlife.

As part of Oakland Creek to Bay 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, *from creek to bay!*

Sincerely,

[Name]

[Title]

[Organization/Group Name]

[Email]

[Phone]

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

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