

****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 very appreciative of your donation of [name specific donation request here, e.g. Coffee for 25 people] for our volunteers at Oakland's annual Creek to Bay Day on Saturday, September [fill in date and year].

Our volunteers thoroughly enjoyed your contribution to our Creek to Bay event. [Insert short description of how many volunteers participated at your site and what was accomplished (could be something like "30 volunteers removed 20 bags of trash from Courtland Creek, improving the area for wildlife, water quality, and the community's enjoyment")]. We are grateful for your support to Oakland by providing our volunteers with the energy they needed to clean up our city.

Thank you for your commitment to 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 additional volunteer opportunities to clean, green, and beautify Oakland visit www.oaklandadoptaspot.org.