

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

As you know, (individual's name or organization name) is in need of assistance due to (personal loss, campaign, fund-raising, etc.). Any assistance which you would be able to provide at this time would be most deeply appreciated. The assistance which you provide will, of course, be appropriately recognized and may be in any form of help which you deem appropriate under the circumstances. This seems like a good and appropriate time for each of us to come forward in some manner and provide help for (individual's name or organization name). Should you wish to join me in a collective effort, please do not hesitate to give me a call. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.