**SAMPLE SOLICITATION LETTER FORMAT**

(Name)

(Name of the Company)

(Address)

(State, postal code)

[Date]

[You’re Name]

[Address]  
Dear Mr. [Last Name]

I am writing this letter in anticipation for your valuable donation towards (Name of the event). It is (description of the event). The (Name of your organization) is a voluntary charitable institution. We work for the patients who suffer from various incurable diseases. We usually organize some campaigns to appeal to many esteemed institutions as yours to extend their charity to support us in helping these patients.

We extend our warm welcome to you, to take part in our event. We would greatly appreciate your kind donation towards this great cause. Your help will surely reach out to the one who is in need. In appreciation to your donation, we will give you a donation certificate and advertise your company on our event banners.

You may please feel comfortable to contact us for any additional information. We look forward to hear from you soon.

Sincerely,  
[Your Name]

[Position]