charity solicitation letter.

From,

Shubhshree Hazra,

Chief Program Manager,

Helping Hands NGO.

Date – 25th August 2017

To,

Shreeram Choudhary,

CEO,

Choudhary & Sons Pvt. Ltd.

Subject – Charity Fundraising Letter.

Dear Mr. Choudhary,

Warmest greetings from us. I am writing this letter to you on behalf of our NGO to bring to your notice regarding the charity that we are raising to help the kids who can’t afford education.

We have had this plan for a while, to educate the students in the nearby slum areas and have been formulating the plan from last few months. However, what occasion better than teacher’s day to kick start this project? In the past too, you have always supported children’s education and see it as most important priority. Even we believe that to have a country with vision; we need to educate the young masses.

Our plan is to raise enough funds for at least high school level education so that these children are literate enough to get some job and study further on their own. This would help in reducing poverty to a great extent. However, for this to formulate, we need your fullest cooperation. The charity fundraising shall take place on 5th September, 2017 at our NGOs ground. We hope you shall grace us with your presence and invite others too those who wish to make their willful contribution towards this move.

With best wishes,