

Sample Club Donation Solicitation Letter

(Date)

«First» «Last»

«Title»

«Mailing»

«City», «State» «Zip»

Dear «First»,

As an alumni of Florida State and a member of [Organization], we like to keep you informed about what's going on with the current group, and we'd also ask that you help support our [team, club, etc]. Our students benefit greatly from the various departments in student affairs, and your financial support is integral to the continued success, team building, and fun of [Organization].

Over the past year [Organization] has been at the forefront of many exciting changes. **Talk about changes, travels, competitions, rankings, successes, etc.** This year we'd like to raise funds to help us [travel, buy uniforms, pay entrance fees-specifics help]/or our major goal is to purchase [item].

Our current [team, club, group] would greatly appreciate your continued support and commitment to Florida State and [Organization] by providing a financial donation. You can write a check payable to the FSU Foundation, and enclose the Sport Club Pledge Form available at <http://fsu.campusrec.com/sportclubs/donations.shtml> . Or, you can donate online at <http://fsu.campusrec.com/sportclubs/donations.shtml>.

Thank you for your support,

(Name)

[Officer Position, Club]

(Class Year)

(Phone Number)

(Email Address)

1035 Tully Gym

Tallahassee, FL 32306