

[DATE]

[RECIPIENT NAME]

[ORGANIZATION]

[STREET ADDRESS]

[CITY ST ZIP]

Dear [RECIPIENT NAME],

My name is [NAME] from [COMPANY]. We would like to invite you to join with our company in our effort to support three local organizations. Our employees have suggested your organization for recognition as one of the worthy causes in our community to be promoted in a unique contest we're hosting called [CONTEST NAME]. Participating organizations will receive a cash prize donation of as much as [1st PLACE AMOUNT].

As a local business, [COMPANY] feels it is important to be civically active and to contribute to our community that supports us every day. This year we're doing more to give back. That's why we're excited to provide you with a chance to benefit your hard-working organization through [CONTEST].

Here are the top three local organizations our employees would like to support through [CONTEST]:

- ORGANIZATION 1
- ORGANIZATION 2
- ORGANIZATION 3

Besides being a fun competition, we will be able to expand the reach of your cause in our community. The organization with the most votes at the conclusion of the quarter will receive the top prize of [AMOUNT], with 2nd and 3rd place prizes of [AMOUNT] and [AMOUNT] respectively. To manage our contest, we are using the platform [HelpingOutLocally.org](https://www.HelpingOutLocally.org).

If you accept our invitation, your organization will be entered to receive one of these prizes. The amount you're awarded is based on the number of votes you receive from the community on our website over the duration of the contest. To help raise your vote total, you can encourage your employees, volunteers, leadership, and supporters to go to our website at [WEBSITE URL] and vote for your organization. Once voters have registered their email address, they verify their first vote via email. Then they can visit the website again daily to increase your vote total. Each organization will have a dedicated section on our contest page for people to learn about their cause. We also offer the ability to vote via text message.

We will provide you with cross-linking information, badges and promotional content you can use to help raise your vote total. We will also post and share about your charity through our own social media and website. At the end of the contest, you will receive a digital file containing all of the verified emails and phone numbers of people who voted for you.

And, remember, this is a great opportunity to spread awareness of your organization through our customers, other organizations and the rest of the community as they become engaged in this friendly competition.

We hope you're as excited as we are about launching this effort. A simple email or phone call in reply will confirm your organization would like to participate. We are looking forward to working with [ORGANIZATION] during the contest. Please feel free to give me a call if you have any questions.

Sincerely,

[NAME]

[TITLE]

[COMPANY]

[STREET ADDRESS]

[CITY, ST ZIP]

[PHONE NUMBER]

[EMAIL ADDRESS]