Dear <<Insert Company Name Here>>:

I am contacting you on behalf of the Burnaby Inter soccer team. We are a dedicated group of women, who play for the Metro Women’s Soccer League.

On Friday, February 28, 2014, our team will be hosting a fundraiser at Stefanos Restaurant and Lounge in New Westminster.

We are seeking donations in the form of gift cards and/or items that can be used as prizes for our event. The money raised will go towards field costs, team equipment and new uniforms.

With your donation you will get great exposure to potential customers, along with free publicity and our very sincere appreciation.

Thank you for supporting our team and women’s soccer in your community.

Sincerely,

<<Insert First and Last Name Here>>

<<Insert Phone Number Here>>