

Sample Letter 3: Donors – Event

Date

Full Name

Company

Address

Courtesy Title [Mr./Ms./Mrs.] Last Name:

Sudden Cardiac Arrest (SCA) can strike anyone, at any age, anywhere, at any time. It is among the leading killers of Americans, claiming an estimated 350,000 people each year. More people die of sudden cardiac arrest than breast, lung, colon, and prostate cancer combined. Happily 40,000 people a year survive SCA and that number is growing. That's where we begin. Many survivors face challenges after their SCA. Survivors often face not only changes in their health and behavior, but also changes in their ways of thinking about themselves and about life.

[*Name of the organization*] or - Our mission is to help survivors get back to living full and happy lives. One of the ways we do this is with our [name of event]. This is an important [*description of event and benefit to SCA survivors*]. For our event to be a success, we need the help of our community partners.

We are asking for [*specific donation*] that will be used [*how it will be used*]. Can we count on you to help make this a memorable occasion for our community? I will follow up with you in a few days to discuss the details or you can reach me at [*contact information*].

We truly want to partner with you. In exchange for your contribution, we are happy to acknowledge your organization in our newsletter and at our event [*specify acknowledgements*]. If you are interested in finding out more about how we can help train your employees in compression-only CPR, we would be happy to talk with you.

[*Name of organization*] and the sudden cardiac arrest survivors in our community truly appreciate your help and support.

Regards,

Signature

Typed name of signer

[*Make sure your letter contains contact information.*]