

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As [Employee's Name] prepares to retire from [Company/Organization Name], we would like to honor their remarkable career and contributions with a retirement gift.

We are collecting contributions for a thoughtful gift that reflects our appreciation for [Employee's Name]'s dedication and service. We invite you to join this effort and make this occasion memorable.

Please consider contributing [amount or item example] by [deadline date].

Contributions can be sent to [collection method or address].

Thank you for helping us celebrate [Employee's Name] and their many years of hard work.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]