

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Amazon Smile Team]
[Amazon.com, Inc.]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization], a [brief description of your organization]. We are actively engaged in [describe mission or primary activities of your organization].

We are excited about the opportunities that the Amazon Smile program offers to organizations like ours, enabling supporters to contribute to our cause while making their everyday purchases. We would like to share content with our supporters to promote Amazon Smile and encourage them to select [Your Organization] as their charitable organization of choice.

We would appreciate your guidance on the following matters:

1. Are there specific guidelines or templates we should follow for sharing content related to the Amazon Smile program?
2. Is there any approved marketing material or resources that we could utilize to inform our audience effectively?
3. Could you please provide any relevant updates or success stories from other organizations that we could include in our outreach?

Thank you for considering our request. We are eager to collaborate and maximize the potential of the Amazon Smile program for the benefit of our community.

Looking forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]