

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Friendly Reminder to Support Us Through Amazon Smile

We hope this letter finds you well! As a valued member of our community, we wanted to remind you about an easy way to support [Your Organization's Name] while shopping on Amazon.

By shopping through Amazon Smile, you can contribute to our cause without any extra cost to you. Simply visit [insert Amazon Smile link], select [Your Organization's Name] as your charity of choice, and shop as you normally would. Amazon will donate a portion of your eligible purchases to us.

If you have not already set up your Amazon Smile account or would like to update your charity, we've included simple instructions to help guide you:

1. Go to [insert Amazon Smile link].
2. Sign in to your Amazon account.
3. Search for [Your Organization's Name] and select us as your charity.
4. Continue shopping to make a difference!

Thank you for your continued support. Every purchase you make on Amazon Smile helps us enhance our programs and support our community. If you have any questions, please feel free to contact us at [Your Contact Information].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Your Organization's Website]

P.S. Please share this information with your friends and family--we appreciate your help in spreading the word!