

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce a special promotion with Amazon Smile that we believe will greatly benefit [Your Organization's Name] and our mission to [briefly describe mission or purpose].

From [start date] to [end date], shoppers can support us while shopping on Amazon by selecting [Your Organization's Name] as their preferred charity. During this promotional period, every purchase made through Amazon Smile will result in [describe any additional benefits, percentages, or unique offers related to the promotion].

To make the most of this opportunity, we encourage you to share this information with your network and promote it on your social media platforms. Attached to this letter, you will find graphics and suggested messages that you can use to inform your community.

Thank you for your continued support of [Your Organization's Name].

Together, we can make a significant impact!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Attachment: Promotional Graphics]