

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

Dear [Recipient's Name/ Amazon Smile Team],

Subject: Request for Amazon Smile Donation for [Your Organization's Name]

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], a [brief description of your organization, e.g., non-profit organization focused on XYZ]. We are dedicated to [your mission or purpose], and we are seeking support to continue our efforts in making a positive impact in our community.

We recently learned about the Amazon Smile program, which allows customers to support charitable organizations while shopping on Amazon. We would be honored if you would consider adding [Your Organization's Name] to your list of eligible charities. By doing so, Amazon Smile customers can contribute a portion of their purchases to our cause at no additional cost to them.

Our organization has been involved in [describe your programs/initiatives] and has achieved [mention any notable accomplishments or community impact]. Your support through the Amazon Smile program would enable us to [explain how these funds would be used, e.g., fund specific projects, expand services, or reach more individuals].

To enroll in the Amazon Smile program, you can visit [provide any necessary links or instructions if applicable].

Thank you for your consideration of our request. We believe that together we can make a meaningful difference, and we would be grateful for your support.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization's Name]