

[Your Name]  
[Your Title/Position]  
[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to share an exciting opportunity to support [Your Organization's Name] through the AmazonSmile program, a simple way for you to contribute to our mission while shopping on Amazon at no extra cost.

[Your Organization's Name] is dedicated to [briefly describe your organization's mission and goals]. With the support of generous donors like you, we have been able to [highlight key achievements or programs your organization has implemented]. However, there is still so much more to be done.

By participating in the AmazonSmile program, 0.5% of your eligible purchases will be donated to [Your Organization's Name]. These funds will directly support our initiatives, such as [list specific projects or needs].

To start contributing, simply visit [insert AmazonSmile link] and select [Your Organization's Name] as your charitable organization. Every purchase can make a difference, no matter how small.

We would be incredibly grateful for your support. Together, we can [summarize the impact of their contribution]. Thank you for considering this opportunity to make a lasting impact in our community.

Should you have any questions or need assistance with the process, please do not hesitate to reach out. We appreciate your continued commitment to our cause!

Warm regards,

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