

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Support Us Through Amazon Smile

We hope this message finds you well. As a valued sponsor of [Your Organization's Name], we are reaching out to share an exciting opportunity to further support our mission through Amazon Smile.

Amazon Smile is a program that allows customers to donate a portion of their eligible purchases to a charitable organization of their choice, at no additional cost to them. By selecting [Your Organization's Name] as their chosen charity, your customers can help us continue our work in [brief description of your organization's mission or project].

We encourage you to communicate this initiative to your audience, as every little bit helps us make a significant impact. Our partnership with Amazon Smile can enhance our fundraising efforts, and you can play a key role in spreading the word.

To participate, simply follow these steps:

1. Visit [Amazon Smile link].
2. Sign in to your Amazon account or create one.
3. Select [Your Organization's Name] as your preferred charity.
4. Shop as you normally would, and Amazon will donate a percentage of eligible purchases to us.

We appreciate your continued support and encourage you to share this information with your clients and community. Together, we can make a difference.

Thank you for being a vital part of our mission.

Best regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Organization's Website]