

****[Your Organization's Letterhead]****

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce our organization, [Your Organization Name], and to request your support through the AmazonSmile program.

[Your Organization Name] is dedicated to [brief description of your organization's mission and impact]. With the contributions we receive, we are able to [explain how donations are utilized and any specific projects or services].

As an AmazonSmile participant, [Your Organization Name] can benefit from your ordinary shopping on Amazon at no extra cost to you. By selecting us as your preferred charity, Amazon will donate 0.5% of eligible purchases directly to our organization.

Here's how you can help:

1. Visit [smile.amazon.com] (<http://smile.amazon.com>).
2. Sign in with your Amazon account.
3. Select "[Your Organization Name]" as your charity of choice.

Every purchase matters and can significantly make a difference. We would greatly appreciate your support and would be happy to provide any further information you may need.

Thank you for considering our request, and for your ongoing support!

Warm regards,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]

[Website URL]