

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Support Us Through Amazon Smile!

I hope this letter finds you well. I am writing to share an exciting opportunity for you to support [Your Organization's Name] simply by shopping on Amazon.

As you may know, Amazon Smile is a program that donates 0.5% of eligible purchases to a charity of your choice at no extra cost to you. We are thrilled to announce that [Your Organization's Name] is a registered charity on Amazon Smile!

By choosing [Your Organization's Name] as your preferred charity on Amazon Smile, you can help us [briefly describe your mission or what the donations will support, e.g., provide resources for local families in need, fund educational programs, etc.]. Your contribution, no matter how small, can make a significant difference in our community.

To select us as your charity on Amazon Smile, simply visit [insert link to your Amazon Smile page] and follow the steps to designate [Your Organization's Name]. We encourage you to spread the word among your friends, family, and colleagues so they can also support our cause while shopping.

Thank you for considering this effortless way to make a positive impact. If you have any questions or need assistance with the process, please feel free to reach out to us at [Your Contact Information].

Together, we can create a brighter future for those we serve.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Optional: Social Media Links]

[Enclosure: Brochure/Flyer about your organization, if applicable]