

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Amazon Smile Sponsorship

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] of [Your Organization]. We are dedicated to [briefly describe your organization's mission and activities].

We are reaching out to invite your organization to be part of our efforts through the Amazon Smile program. By selecting [Your Organization's Name] as your preferred charity, you can contribute to our initiatives while shopping on Amazon.

Your support will directly impact [describe how the funds will be used and the beneficiaries], allowing us to continue our mission effectively. We would appreciate the opportunity to discuss this partnership further. I believe that together, we can make a significant difference in our community.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or to set up a meeting.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Organization's Website]