

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As a valued volunteer with [Organization Name], your commitment and passion for our mission have significantly impacted our community. We are reaching out to share an easy way for you to contribute even more to our cause through Amazon Smile.

Amazon Smile is a simple and automatic way for you to support [Organization Name] every time you shop, at no cost to you. When you shop on Amazon Smile, 0.5% of your eligible purchase will be donated to our organization.

To participate, follow these simple steps:

1. Visit [smile.amazon.com](https://smile.amazon.com).
2. Log in with your Amazon account.
3. Select [Organization Name] as your charitable organization.
4. Start shopping!

We encourage you to spread the word among your friends and family, so they too can support our organization while shopping for their everyday needs.

Thank you for all that you do. Your support helps us make a difference in the lives of those we serve. If you have any questions or need assistance, please do not hesitate to reach out.

Warm regards,

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