

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Amazon Smile Program]

[Address (if applicable)]

Dear [Recipient's Name],

Subject: Registration for Amazon Smile Program

We hope this letter finds you well. We are writing to inquire about the process of registering our organization, [Your Organization Name], with the Amazon Smile program.

As a dedicated volunteer organization focused on [brief description of your mission and activities], we believe that participation in the Amazon Smile initiative will significantly aid our efforts in [mention specific goals or projects].

We understand that Amazon will donate 0.5% of eligible purchases made by customers who select our organization as their charity of choice. This support could greatly assist us in [mention specific ways it will help, e.g., funding community programs, supporting services, etc.].

We kindly ask for any guidance on the necessary steps to complete our registration, as well as any additional requirements for participation.

Thank you for your attention to our request. We look forward to your prompt response and the opportunity to partner with Amazon Smile to make a positive impact in our community.

Warmest regards,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Organization's Address]

[Your Telephone Number]

[Your Email Address]