

[SOLICITATION FOR CHARITABLE CONTRIBUTION]

General rules:

- * Praise potential contributor.
- * Explain merits of charitable organization or cause.
- * Request a specific amount.
- * Thank potential contributor in advance.

**NAME
ADDRESS
CITY, STATE ZIP**

Date

Name
Address
City, State Zip

Dear _____,

[For most people, the chilly winds of autumn bring welcome relief from summer's heat and the beauty of the changing leaves.]

[But for Seattle's street people, autumn brings chilly nights with nowhere to go, and threatens winter. As the season progresses, they remember the friends that have died of exposure in winters past.]

[First Street Mission is seeking funding for a new 100- bed facility for street people. We're seeking your support to build the facility with your donation of \$1,000.]

[Enclosed is a brochure on the proposed facility and the people who need it. We hope you will read it and send us your contribution soon.]

Thank you in advance for your support.

Sincerely,

Name
Title