

INSERT UNIVERSITY LETTERHEAD

SAMPLE DONATION LETTER



University Lebanese Club
University Name
ADDRESS

DATE

XYZ Company
Address

Dear (NAME of REPRESENTATIVE FROM XYZ Company),

On behalf of (University Lebanese Club name) at the (University Name) (Tax ID # XX-XXX-XXX), we kindly request a donation (Specify your donation here: EX: \$400, Complimentary Gift Cards, Discounted Services, etc) for an upcoming event we are sponsoring.

On (date of event), (University Lebanese Club name) will be sponsoring (Name your Event here), a night full of cultural awareness and education. (Describe the event and its positive impacts/benefits, for example:) The event will include bellydance performances, traditional step dances, a comedy performance, student-run skits, and a professional keynote speaker. The event is extremely successful, drawing out over 450 students, faculty, and community members. It is a great event for both the campus and the community. It entertains and educates Middle Eastern and non- Middle Eastern attendees about cultural practices, traditions, food, and lifestyle. Along with being educational and social, it also serves as an alternative to substance-centered activities for children and students.

With a budget totaling over (Budge \$\$), (University Lebanese Club NAME) is working hard to host a high quality event. Without community members and local businesses such as (XYZ Company), our events would not be possible. (How will the donation be used here, for example:) Your donation will be put towards purchasing complimentary baklava, sweets and tea for the reception.

Your business will be publicly recognized for your contribution (Describe how XYZ will be recognized, for example:) on our programs, in our welcoming speech, and on the 'donor list' banner at the entrance of the event. This opportunity will allow your business to be introduced to many new faces. It is our hope that your contribution will continue to assist our students and community members in recognizing your business in the future.

If you have any questions, (Contact Info here), please feel free to contact (NAME, TITLE of UNIVERSITY LEBANESE CLUB, at PHONE). Thank you in advance for your support of our mission, our students, and our community.

Sincerely,

President
University Lebanese Club
University Name