**Invitation to a Fundraising Event**

Date

Your Name

Your Organization’s Name (when applicable) Street

City, State ZIP

Dear [Donor’s Name],

My name is [your name] and I am [describe your position/situation/background]. I am looking to raise.

[amount of money] to [complete a project/participate in an event/support a cause/etc.].

[Include information about why the cause or project is important to you and how it could potentially impact.

the reader or those you serve].

To support my fundraising efforts, I have decided to host an event! [Describe the event and give details].

I am writing to invite you to this event! It will be held on [date] at [location].

[Provide any extra details concerning attire, theme, or age limits].

All the money that I raise during the event will go toward [describe exactly what the contribution will be.

used for].

If you would like to attend [name of the event], please respond by [date]. I have included an RSVP card in this letter.

for you to fill out and send back to me.

If you would like to support even more by helping me plan and prepare this event, please get in touch with me by giving me a call at [phone number] or emailing me at [email address].

Thank you in advance for your contribution! Your support means the world to me!

Sincerely,

[Signature of author]

[Typed name of author]