

<Date>

Dear Sir or Madam,

In <month> of this year, San Bernardino County 4-H will be hosting <event>. Since San Bernardino County 4-H was established in 1957, we have strived to create a positive atmosphere and place where youth of our community can learn life skills through hands on learning. The money raised from this event helps to support field trips, necessary supplies, awards, uniforms, and month to month functions of the San Bernardino County 4-H Program.

We would like to ask for your assistance in the form of any donations, discount coupons, or supplies that you would be willing to donate for the San Bernardino County 4-H Program. A tax-deductible donation of any kind would be greatly appreciated. Our Tax I.D. number is 55-0907601. An acknowledgement will be made publicizing the donation received from your business.

Thank you for your time and for your support of the San Bernardino County 4-H Program and the children in our community.

We look forward to hearing from you.

Sincerely,

<name>

<club leadership position>