

Appendix D: Letter Examples

Sample Donation Request Letter

[DATE]

[ADDRESSEE]

Greetings,

I am writing on behalf of Mather LifeWays, located in Evanston IL. Mather LifeWays is a 501 (c)(3) non-profit organization dedicated to enhancing the lives of older adults by creating Ways to Age Well. A copy of our tax exemption letter is attached to this request.

Along with older adult and disability service organizations in the Chicagoland area, Mather LifeWays is participating in the F.I.I.V.E. (Fostering Intergenerational Inclusive Volunteer Engagement) Chicago program. F.I.I.V.E. Chicago pairs individuals with disabilities with older adult mentors to do monthly service projects in our local communities. With F.I.I.V.E. Chicago Mather LifeWays is partnering with Center for Independent Futures, an Evanston-based non-profit organization whose mission is to provide opportunities for individuals with disabilities and their families to realize full lives.

At this time, we are requesting a donation of flowers to support an upcoming volunteer project of the F.I.I.V.E. Chicago program. On Monday, June 18th, we plan to conduct a park clean up and plant flowers in Evanston's Gray Park, and your donation will bring our vision to life! This park is located on the corner of Ridge and Main, next to a building where adults with disabilities live, and it would be great to give them something beautiful to look at this summer.

We would be grateful to receive any or all of the requested items for this project:

- 8 flats Impatiens (or similar varietal)
- 1 container sun annuals

Thank you for considering our request. Please contact me to discuss potential donations that may be available based on your inventory. We will recognize your donation in our media materials and with a sign. I can be reached at (555) 555-5555 myemail@emailaddress.com.

Sincerely,
Jane Doe, PhD
Director of Education

Sample Donation Thank You Letter

[DATE]

[ADDRESSEE]

Greetings,

On behalf of Mather LifeWays, I want to thank you for your significant donation of 100 flowerpots to our Patriotic Garden project. Your donation allowed us to better the Evanston community and provide a happier environment to for residents to live. Mather LifeWays is a unique, non-denominational not-for-profit organization based in Evanston, Illinois, founded more than 70 years ago. We are dedicated to developing and implementing Ways to Age Well by creating programs, places, and residences for today's young-at-heart older adults.

We provide a continuum of living and care; make neighborhoods better places for older adults to live, work, learn, contribute, and play; and identify, implement, and share best practices for wellness programs, aging-in-the-workplace issues, emergency preparedness, staff development, and online education and programs empowering working family caregivers.

We appreciate your partnership with us in assisting the F.I.I.V.E. Chicago volunteer program. F.I.I.V.E. Chicago stands for Fostering Intergenerational Inclusive Volunteer Engagement. Our program partners with numerous human service agencies throughout the Chicagoland area to provide opportunities for older adults to mentor and volunteer with young adults with disabilities. We look forward to future opportunities to partner with you in the spirit of assisting our community!

Sincerely,
Jane Doe, PhD
Director of Education