

Sample Fund-raising Email sent to the Foundation

Ms. Wilson,

The Pellissippi State chapter of STEA (Student Tennessee Education Association) would like to hold car washes at three different locations (9:00 a.m. - 3:00 p.m.) on Saturday, August 21, 2004 to raise money for chapter functions during the 2004-2005 academic year. We would like to approach the following local businesses about donating space, water, and supplies (sponges, buckets, soaps, etc.) for our event.

Farragut Super Target
11100 Parkside Drive
Knoxville, TN 37922
865-675-8200

Wal Mart Supercenter #741
911 Hwy. 321 North
Lenoir City, TN 37771
865-986-9002

O'Reilly Auto Parts
3940 Chapman Hwy.
Knoxville, TN 37920
865-579-2223

We have also considered asking local radio station West 105.3 to announce the car washes on the air free of charge. Their contact information is:

Horne Radio
517 Watt Road
Knoxville, TN 37922
865-675-4105

The purpose of our organization is to provide workshops and professional development opportunities to pre-service teachers as well as encourage area high school students to enter the teaching field. We also participate in community service projects which have included promoting literacy in children by collecting and purchasing books and donating them to groups in need.

Attached is a draft of our proposed solicitation letter for your review. Thank you for your careful consideration of our request.

Sincerely,