**SAMPLE DONATION REQUEST LETTER TO BE PRINTED ON LC LETTERHEAD**

DATE

Name

Address

Address

Dear--------,

I am contacting you on behalf of the Lewis-Clark State College \_\_\_\_\_\_ Program. The **Lewis-Clark State College \_\_\_\_\_\_\_\_\_ Program is seeking a donation of a \_\_\_\_\_\_\_\_for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**About the Program/Project:** One sentence description of the project. Why the program is unique/important. Fun fact/stat about program. Please consider making a donation towards the \_\_\_\_\_\_\_\_\_program.

Donations made to Lewis-Clark State College are tax-deductible (EIN 82-0396878). Additional information regarding this program is available upon request. Please contact **phone #** or **email address** \_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_ for more information.

Thank you for your time and consideration.

With Gratitude,

Name

Title

LC Phone number

LC email

LC Address