December 1, 2010

Julie Smith

President

Young Professionals Circle—East Bay

Dear Ms. Smith:

Greetings of solidarity!

We are Friends of Children Foundation with main office in East Bay. We have been helping the community by conducting activities that would benefit the children of East Bay. For this year, we are planning to give second hand clothes and books to children of indigent families within the area as part of our series of charity activities this Christmas season.

In this light, we would like to invite your group to co-organize the event by providing manpower or other resources to make the activity possible. At the planning stage, we identified the things we need for the activity. Aside from manpower, we would also be needing old clothes, toys, and books for children. Financial help would also be appreciated as we also need to feed the beneficiaries during the activity.

If you have any forms of help in mind, please do not hesitate to notify us. We believe this would be a great opportunity for your group. We know that you are also conducting annual activities for the needy families in East Bay, and we believe this could make things easier on your part.

We hope to get a favorable response from your end.

For any question, you can directly reach me through my phone number 890-987-8965.

Sincerely yours,

Kate Walker

Director

Friends of Children Foundation