Marketing and Sales Mangers,

California Build Up Inc,

California-92308,

USA

Dear Sir/Madam,

We appreciate your performance and support throughout the year for the sales and promotion of products. Now the Christmas is around the corner everyone is planning to enjoy the same in their way and so we have also decided to give Christmas party to our employee.

So, we urge for you support in the terms of cash donations which is going to be used for the organization of the Christmas party on Dec 22, 2010. As you know organizing a party is an expensive thing which can only do with the help of collective contribution.

We hope that you will make your important contribution to make the party remarkable one. You can make your contribution towards HRD department where your contribution will be properly accounted.

We will appreciate your Christmas blessings in the form of donation.

Thank You,

Sincerely,

Finance Manger