Dear Mrs. Gunter,

We are on a fundraising campaign and we are enlisting the help of some of the good citizens of the country for our cause. Right now, we have not yet achieved our desired goals for the period and I feel that I have to make a written appeal to you present our plight.

We are not asking for specific amounts. You can contribute whatever you can afford or see fit to give to us. We can also accept contributions in kind. Rest assured that such contributions will be put to good use and will be of much help to those that are in need.

Your kind contributions will be accepted at our office which is open during office hours. You can also give us a call and we will promptly go to your residence should you find it inconvenient to come to our office yourself.

Thank you very much.

Sincerely,

Wayne Giles