Dear Mr. Jordan,

Good day!

I write to you because our group, a non-profit and charitable organization that advocates concerns to our environment, would like to stage a tree-planting program in the woods of our town.

We have already found a site where we could plant our trees and we have already coordinated to the local government unit in our area. What hinders us however is our payment to get those young trees to plant and foods to distribute to the participants of these wonderful event.

It is for this reason that I write to you and is proposing if you can aid us in our financial fund and in return we will include your company’s name in one of the sponsors of the event. You can post your company’s streamers and posters to the site and to our headquarters as well.

I am hoping for your positive reply on this matter. Thank you and more power to you!

Truly yours,

Mr. Benedict Y. Frett