**SAMPLE BUSINESS SOLICITATION LETTER**

29-November-2010

To,

The Marketing and Sales Manager  
Ragnolia Inc.

Longspur City

Dear Sir/Madam:

Greetings to You!

As we know that, the season of yuletide is fast approaching and Christmas is round the corner. We sincerely appreciate and are very much grateful to you for extending your warm support and your valuable services, which you have provided, to us throughout this year.

We would further like to request your support in the form of cash donations, which will be used for the Christmas Party of the Employees on the December 22, 2010, Tuesday.  Your generous donations should be presented to the Human Resource/Administration Department on behalf of the Marcel Hotel Inc., and will be properly accounted for the same.

We request you to share the Christmas blessings and celebrations as a family this coming year. Your help will surely be appreciated.

Thanking you for your help,

Sincerely,

Lark Norman,

Finance Manager