**SAMPLE CHRISTMAS SOLICITATION LETTER**

Clarence Home for the Aged,

Old Timberline Road,

Hamilton Street,

New York City,

29-May-2010

Mr. Thomas Hardy,

William Industries Pvt.Ltd,

Hamilton Street,

New York City,

NY 77666

Dear Mr. Hardy,

Greetings to You!

I am writing this letter to request you to support “The Clarence home for the Aged” for the Christmas Celebrations. This program is going to be held on 22 December 2010 at our home for the aged itself.

Clarence Home for the Aged is a non-profitable organization, which provides shelter and looks after all the homeless senior citizens.  We work for all the senior citizens who are homeless and ill.

Like every year, we are planning to celebrate Christmas with all the members of our home. Hence, I kindly request you to help us go about with this program. You can help us in the form of donation. We will sincerely appreciate your generous contribution.

We look forward to hear from you soon.

Thanking you,

Sincerely,

Mr. Hathway,

Director,

Clarence Home for the Aged