December 1, 2010

Ms. Pamela Scott

Manager

Thrift Shop

Dear Ms Scott:

We are Sow the Seeds Foundation, a non-government organization aimed at helping the underprivileged children in the community. We are currently organizing a gift-giving activity that would benefit indigent children in the community. However, given the non-profit nature of our group, we only have limited resources that we can mobilize in order to make the activity possible.

In this light, we would like to appeal for a financial help from your end. Your help can be in cash or in kind—whatever you think you can give for the welfare of the children.

Our target is to help at least 100 children, and we plan to give away toys, food, and some school supplies. There will also be a formal full of games and fun activities for the children-beneficiaries. We would appreciate the help you can extend to our group.

Respectfully Yours,

Marie Young

Project Development Officer

Sow the Seeds Foundation