Dear [INSERT NAME],

I am writing to you on behalf of the American Cancer Society’s [INSERT STATE/REGION/CITY/COMMUNITY] Relay for Life.

The American Cancer Society (Tax ID 13-1788491) is an internationally respected and trusted voice on all cancer issues. ACS funds the billions of dollars in research and provides direct service to more than a million cancer survivors, caregivers, and others annually. Each year we strive to get closer to our mission of the eradication of cancer and the enhancement of the quality of life for those living with cancer. To reach this goal, we need help from generous community partners like [INSERT BUSINESS/ORGNIZATION/INDIVIDUAL].

We are currently asking for [BE SPECIFIC: IE GROUND COFFEE AND CUPS TO SERVE 150 PEOPLE AS PART OF OUR COMPLIMENTARY RECEPTION HONORING CANCER SURVIVORS.].

The Relay for Life of [INSERT STATE/REGION/CITY/COMMUNITY] will take place on [DATE AND TIME] and I hope you can be a part of this incredible event. I have included a fact sheet on Relay for Life for more information [GET FACT SHEET FROM STAFF PARTNER]. If interested, sponsorship opportunities are also available and it would be my pleasure to forward a detailed sponsorship package to you at your request.

Any donation you make will be greatly appreciated and recognized in our event materials and through vocal recognition at the event. We are very grateful for all of the support of [INSERT BUSINESS/ORGANIZATION/INDIVIDUAL] continues to show us. If you have any questions or would like to know more about how you can get involved please feel free to contact me.

Together, we will finish this fight!

[INSERT NAME]

[INSERT TITLE]