
Sample Donation Email Request Form

Dear _____ ,

Greetings from Austin Pets Alive!

Please accept this email as our expressed interest in teaming up with Lucy in Disguise. We are hoping you might have an interest in donating a Darth Vader costume (or two) for an upcoming event that we are hosting. We welcome the opportunity to discuss this with you further and get your business some recognition among our volunteers and supporters.

Since June 2008, Austin Pets Alive! has rescued over 17,000 dogs and cats from the brink of euthanasia. This is only possible because of thoughtful contributions from people like you. Donating a Darth Vader costume may not seem like a direct form of aid to our cause, but I assure you it helps!

We are hosting a "Welcome to the Dark Side" adoption event on March 24 featuring black (or mostly black) animals, possibly a bake sale with brownies/chocolate cookies, etc., and hopefully a Darth Vader to take pictures with the animals or owners. We were hoping you would be willing to donate the rental fee for one or two Darth Vader costumes (one location will be for dogs and the other for cats). This event will help many of our animals find loving homes!

Thank you in advance for considering our request for help. Your generosity and support of Austin Pets Alive! would be recognized at the event. Your support would mean that Austin would be one step closer to creating a city that does not kill its cats and dogs.

Sincerely,

Name

Include a title or volunteer role within the organization

Phone and email contact