

[Your Name]
[Street Address]
[City, ST ZIP Code]
2003 年 10 月 2 日

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

Adventure Works is a social service agency in this county serving the needs of families at risk. We recently purchased a building but it needs major repairs and renovations to comply with city building codes. The counseling office also needs office furniture and equipment, especially a photocopier.

Your company can help us by providing funds in the form of a grant or by donating goods and services. A copy of our tax-exempt certificate is attached.

Thank you in advance for your support.

Sincerely,

[Your Name]
[Title]

Enclosure

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