

SAMPLE DONATION REQUEST

(NOT ON OFFICIAL LETTERHEAD)

(Date)

(Name of PO Representative)

(Address)

(Address)

To Whom It May Concern or Dear ...

A Private Organization is an organization of service members, civilian employees and volunteers that provide information and assistance to the Carlisle Barracks and surrounding communities.

On behalf of the (**Private Organization**), we are requesting a donation of (**certain items**) from your organization. These items will be used as (**prize packs/prizes, etc.**) for our (**PO event**). This event is not endorsed or supported by Fort Gordon or any federal entity.

For tax purposes, our Federal Tax ID number is

_____.

Thank you for your time and consideration in our request. If you should have any questions, please feel free to contact (name and phone number).

Signature

(No official signature block)