

NOTES SAMPLE LETTER: First Time Donor

January 2019

Dear (insert name of person),

Hi, my name is (insert name). I play the (insert name of instrument) in the Elgin Youth Symphony Orchestra (EYSO). The EYSO is currently collecting donations as part of their annual fundraising event: the NOTES Campaign. This campaign runs from January 27 to April 7, 2019. The purpose of the campaign is to have EYSO families collect donations from friends, family, co-workers, neighbors, etc. to help keep the tuition affordable for EYSO members. All contributions to the EYSO are tax deductible, as allowable by law.

Would you, or someone you know (family and friends), be willing to contribute a donation (any amount) to the EYSO program?

To give you some background about the EYSO, it was founded in 1976 and originally consisted of one orchestra. This year, we are celebrating our 43rd season. EYSO has five orchestras, a brass choir, two percussion ensembles and a chamber music program and supports nearly 400 students from fourth grade through college age. We rehearse on Sunday nights and perform three concerts each season.

You can learn more about the EYSO by visiting our website at www.EYSO.org.

(Insert something about yourself and why you like being a part of the EYSO).

The tuition we pay covers only one third of the total cost of each member's participation in the EYSO program. Tuition averages about \$600 per student per year, depending on the orchestra that the student is in. Funds are needed to keep the student fees in a reasonable range and to offset the rising program costs.

Please consider a tax-deductible donation, made payable to "EYSO." I have set a personal fundraising goal of \$(amount). Your donation will help me meet my goal—more importantly, it will help benefit everyone in the EYSO.

You can donate online by credit card via (insert your personal payment link here) or mail a check to me directly. (If asking by mail, you can include a self-addressed stamped envelope). Once the NOTES campaign is completed, you will receive a donation acknowledgement statement from the EYSO for tax purposes. The campaign runs until April 7, 2019.

Thanks very much for your support!

(name & handwritten signature!)

P.S. Come hear us perform! Enclosed is a postcard with our concert dates.