



## **SAMPLE REQUEST LETTER FOR ITEMS FOR DREAMS**

August 13, 2010

Mrs. Jane Doe  
Temporary Software  
12345 Main Street  
Anytown, USA 12345

Dear Mrs. Doe:

I am writing to request that Temporary Software donate five software programs for a Dell Laptop computer to our organization to be given to one of our dream children, 10-year old Tyler who has been diagnosed with cystic fibrosis.

The Dream Factory is an all-volunteer wish-granting organization for critically and chronically ill children, ages 3 – 18 years. Our network of 35 chapters across the country operates under a very simple premise: volunteers raise funds in our local communities to grant dreams to local children who meet our medical and organizational criteria.

Tyler will be presented with his dream, a Dell laptop computer, next week and we would like to make his dream as complete as possible by including some software and other peripherals.

I have enclosed a brochure about The Dream Factory for your information, and invite you to visit our website, [www.dreamfactoryinc.org](http://www.dreamfactoryinc.org) as well so that you can read some of our dream stories from across the country.

The Internal Revenue Service has determined that The Dream Factory is a 501(c) (3) non-profit organization; therefore, your contribution is tax deductible. The FEIN for our local chapter is: 31-31313131 for your records.

I will call you in a few days to determine if you are willing to donate the software for Tyler. In the interim, if you have questions or would like to contact me, my phone number is 123.456.7890 and my email address is [timothy.edwards@dreamfactoryinc.org](mailto:timothy.edwards@dreamfactoryinc.org)

Sincerely yours,

Timothy Edwards  
The Dream Factory of Tomorrow



## SAMPLE REQUEST LETTER FOR DONATIONS OF FOOD/BEVERAGES/REFRESHMENTS

August 12, 2010

Ms. Mary Murphy  
Fischer Packing Company  
12345 Heffer Lane  
Louisville, KY 40444

Dear Ms. Murphy:

I am writing to request a donation of **500 hot dogs** for The Dream Factory of Louisville's annual picnic which is held for all of the children who have been a part of our organization. The Dream Factory is a all-volunteer 501(c)3 organization that grants dreams to children who are critically or chronically ill.

This year's picnic will be held at the Louisville Zoo on May 30<sup>th</sup>. The fun-filled day includes free entrance into the zoo; a cookout with all of summer's favorite foods; entertainment by clowns and other characters; face painting; and visits with hundreds of our friends from the animal kingdom.

We know that this is only one of hundreds of requests received by your company year and hope that you will look favorably on it, as you have for the past 6 years. As the area's only wish-granting organization that grants dreams for chronically as well as critically ill children, you can be assured that your contribution will be greatly appreciated by a group of children often ignored by other organizations.

We have already received commitments from other local businesses such as Kroger, Mother's Cookies, Dairy Queen and Frito-Lay. I hope we can Fischer Packing Company to our list of picnic sponsors. I will contact you next week to discuss our request. If you would like to contact me in the interim, you can send an email to [hope.posey@dreamfactoryinc.org](mailto:hope.posey@dreamfactoryinc.org) or call me at 502.566.3321.

Sincerely,

Hope Posey  
Picnic Committee Chairman



## **SAMPLE SPONSORSHIP REQUEST LETTER FOR AN EVENT**

August 9, 2010

Mr. Mark Fatone  
National Bank and Trust  
123454 First Avenue  
Anytown, KY 44444

Dear Mr. Fatone:

The Dream Factory of Anytown is making plans for our 10th annual golf scramble. The success of this event is credited largely to our sponsors, who lend their names and financial support to this event. The funds raised each year are used to make dreams come true for critically and chronically ill children in the metropolitan Anytown area. This year's goal is \$15,000, which will enable our chapter to grant at least three dreams to local children and their families.

By participating as a sponsor, the National Bank and Trust will benefit from extended exposure through media campaigns and promotional efforts directed towards the supporters of The Dream Factory. For a small donation, you'll be able to enjoy excellent exposure to the residents of Anytown and surrounding counties.

We have four levels of sponsorship packages, as detailed on the enclosed Sponsorship Opportunities listing. You can select the level of participation that best meets your needs and be secure in the knowledge that your sponsorship fee will be used to help The Dream Factory of Anytown, an all-volunteer organization, make dreams come true for local children.

We're counting on your support, and will be happy to answer any questions you may have. Because The IRS has determined that we are a 501(c) (3) organization, FEIN 31-3113113, all contributions to The Dream Factory are tax deductible.

For more information about the golf scramble or The Dream Factory, visit [www.dreamfactoryinc.org](http://www.dreamfactoryinc.org) or contact us at [scrambleinfo@dreamfactoryinc.org](mailto:scrambleinfo@dreamfactoryinc.org).

Thank you in advance for your willingness to support the efforts of The Dream Factory and make a difference in the lives of critically and chronically ill children in our community.

Sincerely,

Hal Holbrook  
Chairman, Golf Scramble



## The Dream Factory, Inc. Corporate Sponsorship Opportunities

While every contribution is greatly appreciated, the following sponsorship levels will receive special recognition:

### **\$1,000 – Smile Maker**

Window Clings: “Proud Supporter of The Dream Factory”

Website Listing\*

Tax-Deductible Contribution Acknowledgement

### **\$2,500 – Memory Maker**

Window Clings: “Proud Supporter of The Dream Factory”

Website Listing\*

Tax-Deductible Contribution Acknowledgement

Commemorative Plaque

Picture of Sponsored Dream Child

### **\$5,000 - Dream Maker**

Window Clings: “Proud Supporter of The Dream Factory”

Website Listing\*

Tax-Deductible Contribution Acknowledgement

Commemorative Plaque

Picture of Sponsored Dream Child

Media Releases Regarding Donation (Television, Radio, Print)

Invitation to Participate in Dream Fulfillment (i.e.: Airport Send-Off)

Permission to Use The Dream Factory Name and Logo in Cause-Related Marketing and Advertising

### **\$10,000 – Magic Maker**

Window Clings: “Proud Supporter of The Dream Factory”

Website Listing\*

Tax-Deductible Contribution Acknowledgement

Commemorative Plaque

Picture of Sponsored Dream Child

Media Releases Regarding Donation (Television, Radio, Print)

Invitation to Participate in Dream Fulfillment (i.e.: Airport Send-Off)

Permission to Use The Dream Factory Name and Logo in Cause-Related Marketing and Advertising

Invitation to Special Events

Private Dinner with Sponsored Dream Child and Family