



## SAMPLE VENDOR DONATION REQUEST

Soliciting vendors is a an easy way to give the people you do business with the most the opportunity to support a cause dear to the hearts of your employees. When soliciting vendors, your request should be personal, from a company representative to a vendor representative. You may choose to do it in person, via email or through a letter writing campaign to all vendors. The key is having the right person make the request!

Dear <ContactName>:

<Company Name> is proud to support the ZERO Prostate Cancer in their mission to create the first generation of men without prostate cancer through our participation in the ZERO Prostate Cancer Run/Walk <City/County> . In addition to raising needed funds for Prostate Cancer research and education, the ZERO Prostate Cancer Run/Walk is a heartfelt, tight-knit community event that brings together athletes, cancer survivors, physicians, caretakers, family members, and friends to honor the men in our lives and raise awareness and funds to end prostate cancer.

<Company Name> has set an ambitious goal to raise \$<Amount> for the <City/County> ZERO Prostate Cancer Run/Walk. We truly value the partnership that <Company Name>, has developed with <Vendor Company Name>.

<First Name>, I am asking you to contribute \$<Amount> to help us reach our goal. I am confident that you will join us in stepping up to the challenge. Your tax-deductible contribution will greatly enhance these collective efforts. We also invite you, your employees and families to join <Company Name> at the ZERO Prostate Cancer Run/Walk.

We are proud of our strong partnership with ZERO Prostate Cancer, an organization that leads the fight to end the disease by advancing research, encouraging action, and providing education and support to men and their families. More than 98 cents of every dollar donated goes toward our programs and activities. Your support of ZERO will help to continue these Efforts.

I look forward to your company's support of our efforts. If you have any questions or need more information, please contact <Contact Information>. I look forward to visiting with you.

Sincerely,

<Name>

<Title>

<Company Name>