Sample-Vendor Solicitation Letter

**<DATE>**

Dear **<NAME OF MANAGER/OWNER>:**

I am writing to local businesses that our department and our employees use on a regular basis, seeking donations to support the Our Promise: California State Employees Giving at Work campaign. **<YOUR DEPARTMENT NAME>** is devoted to supporting the community in which it does business and encourages its employees to join in that effort through our annual giving campaign. For over 60 years, Our Promise: California State Employees Giving at Work has shown our commitment and dedication to communities; its impact is truly historic, and has been the single largest effort among state employees to support charitable programs.

We are holding a **<NAME EVENT>** to support the Our Promise campaign. Donations of goods or services from companies like yours, used in a drawing or as a prize, can help make our efforts fun and provide employees with an incentive for giving. **<OPTIONAL- Specifically we were hoping you could provide us with <LIST REQUESTED ITEM> to make our efforts this year a success.>** We will be sure to highlight your business and contribution throughout our campaign so our employees know of your generous commitment to them and our organization.

Also, for your reference, United Way, the 501(c)(3) nonprofit organization that manages Our Promise, will benefit from the state’s giving campaign. For more than 90 years, United Way California Capital Region has brought people together as first responders on needs in the Sacramento region and changed the lives of hundreds of children, families and adults. Now United Way is mobilizing nonprofits, companies, schools, government and individuals across the region, state and country to make a collective impact in the areas of education, financial stability and health in Amador, El Dorado, Placer, Sacramento and Yolo counties. United Way’s federal tax number is 94-1225382. Please contact your accountant or tax consultant about the value and deductibility of your gift. Please feel free to call me directly **<PHONE NUMBER>** if you would like more information. I will plan on following up with you next week.

Thank you for your consideration and support.

Sincerely,

**<YOUR NAME, TITLE, and DEPARTMENT>**