**YOUR CHURCH LETTERHEAD**

**WITH ADDRESS**

**AND CONTACT INFO**

March 12, 2015

Mr. Jones

Shoppers Drug Mart

Fax: 555-213-2222

Dear Mr. Jones:

We are so excited! Our church, The Main Street Church is planning to have another Community Carnival this summer. The Main Street Church is located in the heart of town on Main Street. This year’s carnival date is Saturday, August 11, 20\_\_\_.

Last year we had over 2,000 people from the Main Street and Front Street community come to this FREE event. It was a great success. Please take time to look at the enclosed poster of last year’s carnival. This year we expect over 4,000 people to come.

BUT WE NEED YOUR HELP! As you already know, the Main and Front neighbourhood *(include some pertinent info about the neighbourhood you are endeavoring to reach – perhaps it has been known as a difficult area, an area with of children and youth who would benefit from such an event)*. Our carnival is just one of the many events we do to better the lives of the people in our community. We offer this event totally FREE to the community. This is where you can help us.

Please consider donating supplies (prizes, food, and candy) to this great community event. Join us in helping this neighborhood. *Together we can make a difference!*

Do not hesitate to contact me if you have any questions or need further information, at (*put in your contact number and email address*).

Thank you for taking time to read this letter and considering our request. Have a great day!

Sincerely,

Mary Smith

Carnival Coordinator