[Recommended: Use CHARITY letterhead]

[CHARITY NAME]

[STREET ADDRESS]

[CITY, STATE, ZIP]

[CHARITY PHONE NUMBER]

[CHARITY WEBSITE]

[DATE]

Dear [NAME],

Every day, [CHARITY NAME] [COMPELLING STATEMENT THAT DEMONSTRATES YOUR MISSION].

Our work is made possible by the generosity our donors. And through WCCF Gives, the Washington County Community Foundation’s Day of Giving, our supporters have an opportunity to give a gift that is worth *more*.

Beginning at 8 a.m. on September 16, all *WCCF Gives* contributions made to participating charities will be increased by part of a **$100,000 bonus pool**.

We strongly encourage donors use the online giving portal at www.wccfgives.org from 8 a.m. to 8 p.m., however, if you prefer to give by check, please mail your contribution directly to the WCCF. They will accept checks that are postmarked by September 16, 2021 in order to still be eligible for the bonus pool. [REFERENCE THE INCLUDED CHECK CONTRIBUTION FORM]

The minimum contribution is only $25, but donors may give as much as they like during WCCF Gives.

[GIFT LEVELS CAN BE MODIFIED ACCORDINGLY]

Your $25 gift will provide…

Your $100 will provide …

Your $500 gift will provide …

Won’t you share in the excitement of this special, community‐wide, charitable giving event in Washington County by supporting [NAME OF CHARITY]?

Through your participation, you will be making a gift that makes a difference. Thank you for your support.

Sincerely,

[CHARITY REPRESENTATIVE SIGNATURE]

[CHARITY REPRESENTATIVE PRINTED NAME]

[CHARITY REPRESENTATIVE TITLE]

*The official registration and financial information of Washington County Community Foundation may be obtained from the Pennsylvania Department of State by calling toll‐free,   within Pennsylvania, 1‐800‐732‐0999. Registration does not imply endorsement. The Foundation is a 501(c)(3) organization under section 509(a) of the Internal Revenue Code.*