

Sample Query Letter

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Community Member]:

An exciting project is about to transform the empty lot at the corner of Main and Elm streets into a playful paradise, and we need your help.

Outdoor playspaces produce healthy, imaginative, respectful and sociable children, and they provide a safe place for children to learn and grow. However, playspaces are not free. Our "community-build" playspace project calls on the entire community to participate in the planning and building process. Children draw designs of what they want the playspace to be; community members donate their time to planning, fundraising, and building; and companies or groups donate money, food and materials. Community-built playspaces unite people and forge a connection between youth and adults. Any business in the community would be a perfect partner for the project.

This barn-raising event, happening [DATE], will be long remembered in the community. The build will be advertised throughout the city for several weeks before the event. This project stresses community involvement and produces visible, tangible, unifying outcomes that you and your employees will be proud of for years to come. We are not only seeking financial sponsorship to make this possible, but we would also love for you and your employees to work side by side with the other community volunteers. All donations to the project are tax-deductible. Remember that this community investment will have long-term, positive repercussions in the neighborhood where your customers live and work.

Thank you for helping to make a child's dream become reality.

Sincerely,

Bill Christie

[Contact Information]