

## ***Sample Prospect Letter***

[Date]

[Name]

[Address]

[City, State, Zip]

Dear Mr./Ms. \_\_\_\_\_,

I am raising money for (Your Playspace Planning Organization's Name), a (Brief Overview of Organization).

(Person whom the Prospect Knows) gave me your name and I would like to talk with you about being a donor to a special project with (Your Playspace Organization's Name).

I'll be calling you in a few days to set up a time when we can get together and discuss this further. However, if you have any questions, feel free to contact me at (Phone Number). I look forward to meeting with you soon.

Sincerely,

(Contact person)

(Title)