

## **SAMPLE INCENTIVE LETTER FOR VENDORS OUTSIDE OF YOUR COMPANY**

Date

Business Name

Address

City, State Zip

Dear Community Relations Manager/ Business Owner,

Improving our community takes teamwork. (Your company name) is currently planning our annual giving campaign through United Way of Northern Arizona, and we are excited to reach our fundraising goal and do our part in helping improve the lives of people in our community. We are asking your company (Business name) to play a part by providing fun and exciting incentives to complement our efforts.

A donation of (goods or services requested) will be used as incentives to encourage our employees to invest in our community through United Way. (Your Company Name) is proud to have a strong heritage of community support, and this year the needs are greater than ever. That is why we are partnering with United Way and businesses like yours (Business Name) who are working together to make a difference.

Through a unique approach of investing in quality local programs, United Way of Northern Arizona is working to create long-lasting and measurable changes that improve the quality of life for struggling individuals, families and children across Northern Arizona. By partnering with us to support our annual campaign, your company (Business Name) can play a crucial and visible role in advancing the common good; and together, we can each do our part to inspire hope for a better tomorrow.

Thank you for your support.

Sincerely,

Employee Campaign Manager