TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Save the furry friends of **[animal shelter’s]**

Dear **[sponsor’s name]**,

Here at **[animal shelter’s name]** we work hard to find homes, provide shelter, and care for **[pets]** in our community. Every year we try to give **[amount of pets]** animals new families and homes, but that is still not enough. That’s why we are asking for your help.

Last year, with the help of our sponsor, we were able to positive impact on animals because of sponsors, for example: invest in new facilities, stock up on food, etc.. This year, we want to do even more.

With your sponsorship, **[animal shelter’s name]** can make sure more animals are loved this year. With a consistent source of support from your business, we can make sure no dog or cat gets left behind. If you decide to begin this partnership, **[animal shelter’s name]** can provide **[incentive]**.

Learn more about our shelter and animals at **[url]**. If you have any questions, or want to visit, please don’t hesitate to contact us! Our phone number is **[phone number]**  and we are at [address]. Let’s begin the conversation.

Thank you!

**[Animal shelter’s name]**

**[Picture of animals]**