*Suggested text for advance letter. Can be sent on campaign letterhead to prospective donors prior to receiving a phone call from volunteer solicitor.*

April 25, 2016

Ima Generous

154 Address Lane

Hometown, NE 68047

Dear Ima:

The [insert community foundation fund name] provides a powerful, permanent legacy to our community. Since it was formed in \_\_\_\_\_, the Fund has granted thousands of dollars in and grants benefitting the ­­­­­\_\_\_\_\_\_\_\_ community.

While we do not know what the future holds for our community, we believe that growing our unrestricted endowment fund will be critical in preparing for whatever lies ahead.

Today, we have a phenomenal opportunity before us, thanks to The Sherwood Foundation and Nebraska Community Foundation.

To tell you more about this special opportunity, **NAME OF VOLUNTEER** will be calling in the next week to schedule an appointment to visit with you. We have a personalized packet for you with details about an opportunity to make a difference in \_\_\_\_\_\_\_\_\_ for years to come.

We are very excited to share these plans with you.

Sincerely,

[Campaign Chair(s)]