**Sample Solicitation Letter**

**Your Logo Goes Here**

**[Project Title]**

**[Organization Name]**

**[Address Line 1]**

**[Address Line 2]**

**[Phone Number]**

**[Email Address]**

**[Website]**

Month, Day, Year

Dear **[Insert Title Here]**,

**[Organization Name Here]** is pleased to invite your business to participate in **National Night Out**, America’s “night out against crime.” National Night Out allows our organization to make Erie County a better place by bringing neighbors together and sharing information about community resources in order to build stronger neighborhoods.

This year, we invite you to participate in National Night Out by supporting **[Organization Name Here]’s** goal to **[Explain Goal Here]**.

As a valued business in our community, we are sure that you appreciate the importance of **[Reiterate Goal Here]** and we need your support!

**Please Make [Event Name Here] a Success By:**

1. Donate a service or project **[Prompt with Specific Services/Products]**
2. Provide cash support **[Prompt with Specific Donation Amounts]**
3. Provide volunteer support **[Prompt with Specific Volunteer Positions]**
4. Distribute pamphlets/flyers to your customers and associates to invite them to our NNO event.

**How Your Business Will Be Recognized:**

1. **[Briefly Explain]**

2. **[Briefly Explain]**

3. **[Briefly Explain]**

**How to Provide Support:**

To donate an item or volunteer, visit **[URL]** or call or email **[Contact Name]** at **[Phone Number]** or **[Email].**

**[Organization Name Here]** is excited to **[Reiterate Goal Here]** and with your support we can make it happen. If you have any questions, please call or email me.

Sincerely,