



Broadway in the Park

LETTER WRITING FUNDRAISING CAMPAIGN 2017

- Attached is a sample letter
- PDF of the sample letter is on the website (www.SuwaneePerformingArts.org). Copy/paste this letter to a new Word document.
- Personalize/edit letter to include your personal information. Be sure to select the appropriate show that you are in (The Lion King Jr. or Madagascar)!
- Print & sign letters
- Address envelopes
- Collect donations as you receive them. Please be sure that you turn in ALL donations received by **JULY 15, 2017**.

If necessary, we can provide you with envelopes and postage. Just let us know what we can do to help...



May 22, 2017

Dear [personalize each letter],

I am writing to you on behalf of Suwanee Performing Arts (SPA), a non-profit organization that *Brings Art to Life* in and around Suwanee, Georgia.

On July 28th and 29th, SPA will be hosting our annual fundraiser, **Broadway in the Park**. I am excited to say that I am a cast member in this year's musical [The Lion King Jr./Madagascar] and will have the opportunity to perform in front of thousands of people at the amphitheater in Suwanee Town Center Park. The event is free to the public but is not without expense on the part of Suwanee Performing Arts.

Multiple expenses are involved, many of which are up-front costs such as licensing, lighting, sound, costumes, sets, orchestration and promotion. This brings me to the reason for writing you. We need your help in making **Broadway in the Park** a success; as my part I have committed to raising \$400. Any donation is appreciated, no matter how small, and we have made it easy to donate: checks and good old-fashioned cash are welcome! There is also a link to donate with a credit card on the SPA website (www.SuwaneePerformingArts.org).

Thank you for your support. All donations are tax deductible, and I kindly request that checks be made payable to "Suwanee Performing Arts" and sent to me by [July 15, 2017]. If you have any questions or need further information, please feel free to contact me at the number below.

Sincerely,

[cast member]

[cast member address]

[cast member address]

[cast member phone #]

[cast member e-mail]

