**Date**

**Store**

**ATTN: Store Manager**

**Address**

**City, State Zip**

To **Store Manager Name,**

I am writing on behalf of the Society of St. Vincent de Paul**, Parish Name** Conference a 501(c)(3) non-profit organization with **EIN# XX-XXXXXXX**. We assist families in need throughout the **city** community. We provide these families with financial assistance, clothing, furniture, **Etc.** Today I would like to share with you the opportunity to help us help those families in need struggling this holiday season.

An important goal of Society of St. Vincent de Paul**, Parish Name Conference** is to prevent homelessness. **Parish name Conference** provides immediate and vital direct assistance 24 hours a day, 7 days a week, year-round, to those most vulnerable in our communities, without regard to race or religious background. We conduct visits to homes, nursing care facilities and hospitals, so our elderly and families in crisis are not further burdened by having to travel far or be put on a waiting list for help. These home visits are also vital to really understand a family’s situation, and to better assess their needs and how to address them. We volunteer our time so that those desperately in need of help always have a place to turn.

We are a group of **Number of Conference Memebers** members and **Number of Associate Members** associate members who:

• Made close to XXX visits to almost XXX people in homes, nursing care centers and convalescent homes, hospitals, prisons, and other locations;

• Traveled almost XXX miles in our own vehicles; and

• Volunteered just under XXX hours in service to our neighbors in need

( If Event)

Society of St. Vincent de Paul**, Parish Name** Conference will host its first **Event Name** on **Date**. Funds raised from this event will provide support for our communities’ starving families. Assistance from **Store Name** will help under right some of the expenses from our event allowing ALL proceeds to benefit our families in need. We hope you will contribute to the success of **Event Name** by donating an item or service of your choice.

(In General)

We hope that you will join us in our goal to support our community’s most vulnerable. We plan to support **XX** more families throughout our fiscal year. So, we ask **Store Name** to support **Conference Name** with **Store Name** giftcards of any dollar amount. With your help we can make a difference for those living in poverty.

By donating to the Society your company will be recognized in our monthly bulletin and social media accounts. And as a recognized 501(c)(3) entity, your contributions are 100% tax deductible.

Please know that the Society of St. Vincent de Paul is extremely grateful to you and your team for playing a key role in helping some of our community’s most vulnerable individuals and families make a new start.

Sincerely,

**Conference President Name**

**Conference Contact Email or Phone Number**

\*\*\* Sometimes it is helpful to include a wish list of In Kind Items or Service (i.e. Gift Cards, Food, Volunteers)