**January 26, 2017**

**Estella Smith**

**Long Beach Aquarium**

**100 Aquarium Way**

**Long Beach, CA 90802**

Dear **Ms. Smith**,

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.** Many of these families have suffered from a life hardship including abuse, death of loved ones, loss of job, and much more. Poverty is an ongoing issue, but the Society of St. Vincent de Paul is addressing the needs of the poor.

Our assistance is only made possible through the generous support we receive from our community and donors. At this time, we are seeking donations of **Long Beach Aquarium Admission Tickets** to raffle off at our **Event Name.** Society of St. Vincent de Paul**, Parish Name** Conference will host its annual **Event Name** on **Date**. Funds raised will be used by **Parish Name** Conference to serve struggling families in the community with financial assistance.

We are asking local companies to help donate to our raffle. Having **Long Beach Aquarium Admission Tickets** would be a great addition to our raffle surely to help raise funds for our families. We hope you will contribute to the success of **Event Name** by donating an item or service of your choice. We hope that **Long Beach Aquarium** will partner with us as we work to provide the most vulnerable members of our community with the resources and support to change their paths, rebuild their lives, and remain housed.

Wishing many blessings upon you and yours,

**Typed Name**

**Title**

Society of St. Vincent de Paul, **Parish Name** Conference

**(XXX) 123 – 4567 • email@email.org**