

Small Business Email Draft:

Dear [Potential Sponsor/Donor],

As [a member/small business member owner/other official title], you may be aware that there are community gardens around the area that benefit many people within the Brown County community. As such I would like to direct your attention to the Friends of the Community Gardens (FCG).

Friends of the Community Gardens is partnered with the Brown County UW-Extension Community Gardens Program (BCCG), a nonprofit organization that works towards the creation and upkeep of community gardening. The goal of FCG is to create an endowment fund so we, as a community, can “grow better together.”

[That is why a class at St. Norbert College (SNC) has partnered with BCCG to help raise money for an endowment fund.] This fund falls under FCG. The Friends of the Community Gardens Fund’s goal is raise enough money to help the fund the continuous use and growth of the gardens.

We are currently underway with fundraising and will be hosting a fundraiser at SNC on Giving Tuesday, November 28th. I would love to further discuss the possibility of you being a potential donor and/sponsor. I can be reached directly at [phone number] or at [email addresses.]

I look forward to hearing from you soon and thank you in advance for your generosity and support for the community.

Sincerely,

[Signature]

Big Business Email Draft:

Dear [CEO/Manager/Owner, etc.]

I am emailing you on behalf of the Brown County UW-Extension Community Gardens Program (BCCG), an organization dedicated to protecting, supporting, and growing our community gardens. In order to do so, Friends of the Community Gardens (FCG) was formed. FCG is on track to become a nonprofit organization and is currently overseen by Greater Green Bay Community Foundation, a nationally accredited community foundation. The goal of FCG is to create an endowment fund to stabilize the funding needed to upkeep community gardens.

[In order to do so, students of St. Norbert College (SNC) have partnered with BCCG to host a Giving Tuesday Fundraiser on November 28th, 2017. This fundraising effort includes continuous fundraising in the days leading up to Giving Tuesday.]

As of right now, we have Waseda Farms and SNC Dale's Sports Lounge joining us as sponsors in our efforts to grow the Friends of the Community Gardens Fund (FCGF).

We are hoping that you will join us too.

By becoming one of our corporate sponsors, you will be able to provide stability to a community within Wisconsin that depends on community gardens to survive. [Insert facts about the benefits of community gardens. Include how THEY could benefit.]

For your convenience, I have attached a pdf file of the FCG Sponsorship Packet. The packet goes into further detail about our mission and includes a list of incentives and perks that your company can enjoy should you decide to become a corporate sponsor.

Thank you in advance for your time and generosity. Please don't hesitate to contact me directly at [phone number] or [email address] if you have any questions!

All the best,

[Signature]

[Printed Name]

[Other Title]