

Logo

Address

Sample – In-Kind – Donation Letter

May 30, 2012

Company

Dear Mr. :

We are currently planning our 2012 Project Heart Start Day, a program aimed to teach New Mexicans over the age of 12 to perform hands-only CPR and to respond appropriately during a cardiac emergency. The 2012 NM Project Heart Start Day will be the first statewide event scheduled for June with trainings being held simultaneously in Albuquerque, Santa Fe, Farmington, Gallup, Roswell, Las Cruces, Alamogordo, Silver City, Artesia and Hobbs. We are hoping that you might consider supporting the local event in Albuquerque.

- *Albuquerque - 2012 NM Project Heart Start Day - June 23, 2012 at the UNM Johnson Center South Gym and Johnson Field. 40 minute CPR training sessions will start on the hour from 8am until 11am and are FREE to the public.*

This event will be extensively promoted throughout the state by KOAT 7 and all other media.

We would like to ask you for your support of 200 burritos for the 200 facilitators who will be training the expected 3000 participants.

For your information I have attached a detailed program description. Please take moment to read over the materials and let me know if you are interested in supporting this vital effort in New Mexico. I would welcome an opportunity to discuss this further or to answer any question. I can be reached at 505. 843-2814. To help expedite your budget request, our tax I.D. number is: **Number**.

Sincerely,

Name
Title