

DATE

Miwa Futon Inc.
ATTN: Travis
Address
City, State Zip

Dear Sir:

Girl Scouts of Northern California is requesting an in-kind donation in the form of a discount on stadium seats for Girl Scout Troop 11111 led by Nancy XXXXX. Ms. XXXXX's troop is looking to raise money for a Girl Scout trip to Japan in two years. The troop will be making stadium seat covers to sell with the seats at the girls' local basketball games.

We would greatly appreciate any assistance you can provide to help make Girl Scout Troop 11111's project a success. Girl Scouts of Northern California is a 501 (c)(3) non-profit organization and our Tax ID # is [*contact local fund development office for this number*].

Please feel free to contact me with any questions or if you would like additional information.

Sincerely,

Name
Title
Phone number or e-mail

Cc: Troop Leader
Fund Development