

[Your Name]  
[Your Real Estate Agency]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Recipient Name/Business Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

As a local Realtor, my commitment to our neighborhood goes beyond buying and selling homes; it is about supporting the people who live here. I am writing to invite you to partner with me for our upcoming **[Name of Charity Drive]**, benefiting **[Name of Charity/Organization]**.

From **[Start Date]** to **[End Date]**, we will be collecting **[List items: e.g., non-perishable food, winter coats, school supplies]** to support those in need within our community. My goal is to collect **[Goal Amount/Number]** items to make a meaningful impact.

I am looking for local businesses to serve as official drop-off locations or to provide a sponsorship contribution. In exchange for your support, I will:

- Feature your business name/logo on all digital and printed promotional materials.
- Promote your business as a community partner to my client database and social media followers.
- Include your business location on the neighborhood collection map.

I will personally handle the setup of collection bins and the final delivery of all donations to **[Charity Name]**. Together, we can demonstrate the strength and generosity of our local community.

I will follow up with you next week to see if you would like to participate. If you have any questions, please feel free to reach out to me directly at **[Your Phone Number]**.

Thank you for your time and for all you do for our community.

Sincerely,

[Signature]  
[Your Printed Name]  
[License Number, if applicable]