#### USE THIS AS A TEMPLATE FOR SOLICITATION ON YOUR OWN STATIONARY

####

#### Request for Incentives

#### You can use this to ask for donations of door prizes, etc., for your campaign events.

#### [date]

Dear [insert Business Owner/Community Relations Manager name],

Our company is currently planning its annual United Way giving campaign. We support United Way of North Central Iowa because they are working toward improve the quality of life in our community. And as a [business/nonprofit/government agency] in [city name], we know that we can only succeed if our community succeeds.

As we do each year, we request the assistance of businesses such as yours to help us provide fun and exciting incentives to encourage our employees to give generously to the United Way campaign. We are requesting a donation of [item requested] to be used as [drawing/sweepstakes/other prizes] in our 2016 campaign to benefit United Way with the understanding that no goods or services will be provided in return for the donation. United Way of North Central Iowa is a nonprofit organization under the IRS code 501(c)(3), Federal Tax ID number 42-0680431.

Your help with this important endeavor is greatly appreciated. Thank you for joining us in building a stronger community.

Sincerely,

[Campaign Coordinator Name]

[Title and company name]

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#### Thank-You for Incentives

#### You can use this to thank companies that have donated incentives for your campaign.

#### [date]

#### Sample Incentive Thank You Letter from Campaign Coordinator

Dear [insert Business Owner/Community Relations Manager name],

Thank you for generously providing your donation of [item donated], which was used as an incentive during our recent United Way campaign. Just a reminder that United Way of North Central Iowa non-profit organization under the IRS code 501(c)(3), Federal Tax ID number 42-0680431 and you may be eligible for a tax deduction since there were no goods and services provided in return for your donation.

[insert company name sending the letter] firmly believes in United Way of North Central Iowa and the work they are doing to build a stronger community. We know that it takes all of us working together to create successful kids, stable families and connected communities.

Thank you again for joining us in helping families in our region.

Sincerely,

[Campaign Coordinator Name]

[Title and company name]