**Notes: Use Your Temple/Court Letterhead**

 **The Potentate/Commandress and Deputy of/for the Oasis must review prior to sending.**

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Contact Name (If available)

Company

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_,

The \_\_\_\_\_\_\_\_\_\_\_ Youth Club in preparing to attend its [enter activity, location and dates here, i.e., Annual conference, April 1- April 3, 2023] and are in need of sponsors to assist with [enter the need here; i.e., snacks, expenses, sponsoring a youth, etc.]. The event will provide activities that will help our youth in the areas of [enter characteristics here, i.e., leadership training, conflict resolution, cultural arts, personal development, etc.]. We ask for your support in assisting our youth in this endeavor. Please make checks payable and mail to:

Temple/Court Name - Youth Club Name

Address

City, State, Zip

Donations are requested to be submitted by [date] so that we can ensure proper planning for our youth. Thank you in advance for your generous donation and please know that your support is greatly appreciated. If additional information is requested, feel free to contact me at [phone number] or [enter assistant name at phone number].

Sincerely,

[Your name, Temple/Court Youth Club Name, Director/Directress]

[Youth Club Name-example: Jasper Temple Youth Club]

cc: [Your Illustrious Potentate/Commandress Name]

 [Your Deputy of/for the Oasis Name]