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**EMAIL / LETTER TEMPLATE SAMPLES**

**FOR ARMSTRONG DAY OF GIVING**

**Sample:**

**Introducing the Day of Giving - send after “official” announcement has been made.**

Dear \_\_\_\_,

Have you heard?

On Thursday, May 9, 2019, (your organization) will be participating in the 2019 Armstrong Day of Giving, raising money for nonprofits in our community! The Armstrong County Community Foundation will be once again sponsoring this event in partnership with the Richard G. Snyder YMCA and NexTier Bank.

So, mark your calendars for Thursday, May 9, 2019. We will be sending out more information closer to the date.

Of note, the Community Foundation is not a participant and will not be eligible for any of the Day of Giving donations or bonus funds. They host the Day of Giving simply to help area nonprofits like us! We get every penny of the money we bring in for our own organization, plus some bonus money on eligible donations!

We hope that you will help us make a difference by donating to us on May 9, 2019!

Sincerely,

**Sample:**

**Reminder for the Day of Giving**

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

On Thursday, May 9, 2019 from 12:00 am – 11:59 pm we (can insert organization name) are/is participating in the 2019 Armstrong Day of Giving. We hope that you will consider a donation to us,

Donations made payable to (organization name) will be received in the following ways:

1. Check(s) dropped off at NexTier Bank, 222 Market Street, Kittanning, PA 16201 ON May 9, 2019.
2. Check(s) mailed to Day of Giving, P.O. Box 895, Kittanning, PA 16201 –**checks must be postmarked May 9, 2019,** not received on May 9**.**
3. By donating on our website at (organization’s website).

We hope that you will help us make a difference!

Sincerely,

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**EMAIL TEMPLATE SAMPLE**

**FOR ARMSTRONG DAY OF GIVING**

**Sample:**

**Day of Giving – Day of Event**

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

Today is the big day! The 2019 Armstrong Day of Giving!

We hope that you will consider making a donation to (organization name). We appreciate your support and together we can make a difference!

Just as a reminder, donations made payable to (organization name) will be received in the following ways:

1. Check(s) dropped off at NexTier Bank, 222 Market Street, Kittanning, PA 16201 ON May 9, 2019.
2. Check(s) mailed to Day of Giving, P.O. Box 895, Kittanning, PA 16201 –**checks must be postmarked May 9, 2019,** not received on May 9**.**
3. By donating on our website at (organization’s website).

Please contact us if you have any questions regarding the Day of Giving.

Sincerely,