[Contact name at supplier company],

In doing business with [Company name], it’s our hope you have an awareness and understanding of our company’s dedication to serving and giving back to the communities in which we work. Our organization has been a proud partner of United Way of Central Iowa for [#] years, raising critical funds to support its efforts in uniting central Iowans to foster a thriving community – one that is equitable, engaged, and empowered.

We’re already preparing for our annual United Way fundraising campaign, with a theme of [campaign theme]. This year, our goal is to raise more than [$XXX,XXX] from [date range of campaign], and we’d like to ask you for your help in getting us there.

We need [insert specific requests for the products they provide], cash donations, or gift-type items of any shape, size, or value to include in our [prize-winning event(s)] to inspire and motivate our employees to participate in this year’s campaign.

Your business relationship is important to [company name]. Please know that, while a donation would be much appreciated, your ability to contribute something to our campaign will not have an effect on our relationship or how we conduct business with you in the future.

If [Supplier] is interested in making a donation, please send your gift to [Company name] no later than [date] to the following address.

[COMPANY]
[ATTN:]

[ADDRESS]

If you have any questions or concerns or want to know more about why we support United Way, please let me know. Thank you for helping to make our United Way campaign a success for our company and our community.

[closing salutations]