**The Alexandria Singers**

P.O. Box 16093, Alexandria, VA 22302

www.AlexandriaSingers.com

Date

Address

Re: Donation for Alexandria Singers

Dear Sir/Madam:

 The Alexandria Singers, a 501(c)(3) non-profit organization, is the Washington DC Area’s premier Pops Chorus. Our {EVENT} will be held on {DATE or DATES} at {VENUE ADDRESS}. We are writing to request a donation to be used for refreshments to be sold at intermission of the show. Any help is very much appreciated. Should you have any questions or need further information, please contact me at gcgelabert@gmail.com or (703)994-1164. Thank you.

Sincerely,

Gloria Gelabert

President

Alexandria Singers