

Girl Scouts of the Colonial Coast is a 501(c)(3) nonprofit, IRS ID #54-1158412. Troops and groups affiliated with the Council may ask for in-kind donations in support of authorized events and activities. Your generosity will receive an acknowledgement letter and tax receipt from the Council.

Date

Company name

Attention: Name of store manager

Company Address

City, State Zip Code

Dear name of store manager:

We are writing to ask for your support. Girl Scout Troop number will be conducting the following event/program and need your assistance in providing an in-kind donation.

Activity name:

Specific request:

Individuals involved:

Total # of participants:

Location:

Date & time of event:

Response needed by:

We would greatly appreciate any assistance you can provide to help make Girl Scout Troop number's project a success. Please feel free to contact me with any questions or if you would like additional information.

Sincerely,

Sign your name

Print your name

Your volunteer title

Your phone # and/or email address

Send a copy of this letter by **mail** or **email** to your service unit finance coordinator and to the Council's Philanthropy department at philanthropy@gscoc.org

Mail: Girl Scouts of the Colonial Coast, 912 Cedar Rd. Chesapeake, VA 23322