Date

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Dear NAME:

Each year The University of Texas at Austin coordinates the Hearts of Texas charitable campaign, our annual state employee charitable campaign. Last year, we raised over of $519,124 to help those less fortunate in our community. The campaign is coordinated by over 240 dedicated volunteer staff, which together raised 28% of the total amount donated from state agencies in Central Texas! The campaign benefits over 500 charities.

But the campaign would not be possible without the wonderful support from local Austin eateries and businesses who kindly donate gift cards and other items for our raffles. All funds raised are donated to charities. We ask for your support as a sponsor of the Hearts of Texas charitable campaign through gift certificates and giveaway items that can be raffled with the purpose of raising funds for charities. By sponsoring the campaign, the BUSINESS NAME will show its support of the annual charitable effort and will benefit from the goodwill shown to the university, and our Austin community benefitting from funds raised in the raffles.

If you can donate an item or need additional information, please contact me either by phone, PHONE NUMBER or email, EMAIL ADDRESS. I will happily pick up any contributed items. Your donation is tax-deductible and UT’s tax identification number is 74-6000203. Thank you in advance for your consideration.

Sincerely,

NAME  
TITLE  
DEPARTMENT  
The University of Texas at Austin