Day Month Year

PO President Name

PO Name

Sir/Ma’am,

 The PO Name is a private organization comprised of # elected members, where we serve over # members and their families. **Our organization is not part of the Department of Defense nor any of its components and it does not have governmental status.**

On behalf of the PO Name, I am writing this letter to ask for a donation (gift card or an item donation), which will help carry out our holiday party. **The holiday party is a private event, not an official Air Force event.** This event will be a fundraising event for our booster club in the form of a holiday party. Any donations or products that would assist in this event are much appreciated.

 Our organization has a direct influence on the morale of the members of the booster club. The booster club holds events such as the annual holiday party, drive in movies, and chili cook offs. The importance of our booster club has become increasingly more important in the last year due to restrictions imposed by the COVID-19 pandemic. Your contributions help us raise the morale of our members and their families.

 Thank you for your consideration of this request. Please contact POC Name (###) ##### for any questions or additional information.

 Sincerely,

 PO President Name , President