October 17, 2019

Name  
Title  
Company Name  
Address  
City, Province  
Postal Code

Dear Name,

The Navy League of Canada has a presence in over 260 Canadian communities, including right here in North York! Our cadet group operates in the Jane and Finch area, which is a high priority neighbourhood of Toronto. Our FREE program keeps kids out of trouble and helps to inspire youth aged 9-12 years old to realize their full potential as productive, responsible and caring citizens.

We are requesting a donation of $XXX in order to purchase new uniform parts for our cadets. We re-use the uniforms year-after-year but as you can imagine wear and tear over the years has left some uniform parts damaged and unusable.

We hope that we can count on your support as our charity receives no public funding and relies entirely on donations from local organizations like yours.

I look forward to hearing from you.

Kind Regards,

Ana Almonte Sanchez  
Branch President  
Navy League of Canada North York Branch