



[Date]

To: [Potential Donor Name]

Subject: Volunteer Trip to Ghana for [Volunteer's Name]

Dear [Potential Donor Name],

Our organization Cosmic Volunteers has warmly accepted [Volunteer's Name] into our international volunteer programs in Ghana in west Africa.

[Volunteer's Name] will be volunteering at an orphanage in the town of Kpando, Ghana for two weeks in the summer of 2017.

We would like to kindly request your assistance in providing this unique and worthwhile volunteering opportunity for [Volunteer's Name]. The cost of her trip will be approximately \$3,800. The major expenses include round-trip airfare and the program fee.

Your sponsorship would be greatly appreciated to help defray these considerable expenses.

Cosmic Volunteers is a Philadelphia-based 501(c)(3) charity established in 2001. We are a secular nonprofit organization that receives all of its funding from volunteers' program fees.

To make a donation on behalf of [Volunteer's Name], please send a check payable to "Cosmic Volunteers" or pay by credit card by Paypal to our email address info@volunteertheworld.org. All donations are tax-deductible for US taxpayers.

If you have any questions or would like additional information, feel free to contact me anytime.

Best Regards,

Scott Burke

Founder & Director
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