



Monday, November 7, 2011

To Whom It May Concern:

As the Holiday Season comes upon us, I am reminded of the wonderful spirit of giving in our city. I believe that your organization exemplifies this spirit of generosity in Memphis. After considering several non-profits across the city, I would like to congratulate your organization for being selected as one of 12 volunteer organizations to participate in our annual service event, *12 Days of Giving*. During this event, from November 30th to December 11th, the 12 selected organizations will each be given a day of promotion on my Facebook account and Twitter feed. This will allow members of the community to learn about important opportunities to give back to their city through volunteering. Please keep in mind that we will not ask the community to donate financially to your organization, but rather encourage them to support you with their time and efforts throughout the coming year.

If you are interested in participating in this initiative, we would like to promote your organization on Tuesday, December 6th. On the final *Day of Giving*, December 11th, we will host a city-wide reception in honor of dedicated volunteers across the city. We will need to know exactly what volunteer needs you have and how we can advertise those needs most effectively. Please reply to this message as soon as possible with a brief description of your organization, contact information for new volunteers, your logo and a clear description of volunteer needs. Thank you so much for all that you do for our great city. We look forward to working with you soon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'AC Wharton', with a stylized flourish at the end.

Mayor AC Wharton