

**NOTE: The words in round brackets ( ) are meant to be situational, and the ones in square brackets [ ] are meant to be variable—in other words, the actual names/address information of the charities and individuals.**

[Date]

[First Name] [Last Name]  
[Company/Charity Name]  
[Address]  
[City], [ST] [ZIP]

Dear [First Name]:

I'm writing in response to your request for a donation (of printing services) to [charity name]. Before saying anything else, I want to stress that we appreciate (being considered for) your business. Having said that, though, I must decline to make a donation. I know that it's a wonderful cause, but I hope you will appreciate that we are regularly asked to make donations to any number of wonderful causes. We simply can't support everybody, no matter how painful it is to have to say no.

As part of our business planning process each year, we establish a budget for charitable donations and contributions. We have some long-standing relationships with area charities, and we know they count on our support every year. I have to be honest with you, it's hard for a new organization to break in to our established giving cycle, but I promise that we will consider [charity name] in the future.

In the meantime, please remember that we value your business, and we remain committed to providing you with the printing quality and service that you need.

Sincerely,

[Your Name]  
[Your Title]