**Sample Prize Solicitation Letter**

[organization letterhead]

[Date]

[address]

Dear [contact],

I am writing on behalf of [your organization], a [provide brief background of your organization].

One of our projects, in partnership with the [list other community group partners] is the **No Stress Fest**, a one-day event to engage individuals, families and community groups in learning ways to promote healthy lifestyle and positive mental health while learning about available mental health resources. The event focuses on self-care, relaxation and strategies for a healthy lifestyle including a healthy eating food demonstration and physical activity component.

We would be most grateful if you could provide us with accommodation for one night stay at [business name] to use as our large door prize. In return, we would promote [business name] on all of our posters and print material for the event.

Please contact me by telephone at [#] and/or by e-mail at [address] if you have any questions.

Thank you for your time and for considering this request.

Sincerely,

[your name]

[position, organization]