

Hi <<<ENTER CLIENT OR PROSPECT NAME HERE>>>,

At <<<INSERT STAFFING OR RECRUITING COMPANY NAME HERE>>> we are committed to giving back to the communities in which we earn our livelihoods.

Currently, we are participating in a winter coat drive to collect clean, gently used coats for local individuals in need. We are partnering with the MNRSA and One Warm Coat to ensure that the donations we collect go directly to an individual who would not otherwise have such a basic necessity as a warm coat this winter.

As you go into your closet to bring out your winter coats over the next few weeks and come across coats, hats, scarves and mittens that you no longer use or wear and would be willing to donate them to this cause, please let me know. I'd be happy to meet up with you to pick up your donations to go to a local individual in need of a warm coat this winter.

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<<<INSERT SENDER'S E-SIGNATURE>>>