



SAMPLE VENDOR LETTER

Purpose: To ask your company's vendors for support.

Sender: The staff members with the best relationships with your company's vendors (Purchasing Director, Department Manager, President—more than one person can send these letters).

Timing: Immediately after your company has set a goal and registered for the Walk.

Dear **(NAME)**:

On **(DATE OF WALK)**, **(COMPANY NAME)** will be walking in the JDRF Walk to Cure Diabetes. The employees at **(COMPANY NAME)** have set a goal to raise **\$(AMOUNT)**. We are partnering with all of our most important vendors by requesting them to join us by doing one of the following:

- Make a corporate contribution: Support our company's efforts to the JDRF Walk to Cure Diabetes by considering a donation of **(\$ INSERT DONATION SUGGESTION)**. Checks can be made payable to JDRF and sent to me to submit it on your behalf.
- Join the **(COMPANY NAME)** Walk to Cure Diabetes Team: Your employees can join our team and fundraise for JDRF and take pleasure and pride in knowing that you made a difference in the lives of people with type 1 diabetes (T1D).
- Take a leadership role: Form your own JDRF Walk to Cure Diabetes Team team within your company. Simply designate a Team Captain(s), set a goal, recruit walkers, fundraise, and join us on **(WALK DATE)**.

JDRF is the global leader in fundraising to support research to help cure, better treat, and prevent T1D. The JDRF Walk to Cure Diabetes is an important charitable partnership for **(COMPANY NAME)**. You can help improve the lives of every person with T1D by joining us today.

For more information about JDRF and the JDRF Walk to Cure Diabetes, please visit www.jdrf.org. I look forward to hearing from you regarding your company's commitment. Thank you for your consideration.

Sincerely,

(NAME)

REGISTER TODAY
WALK.JDRF.ORG