

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 Sunday, May 15, **(COMPANY NAME)** will be participating in the 34th Annual Nordstrom Beat the Bridge to Beat 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 Beat the Bridge 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)** Beat the Bridge 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 Beat the Bridge team within your company. Simply designate a Team Captain(s), set a goal, recruit walkers, fundraise, and join us on May 15.

JDRF is the global leader in fundraising to support research to help cure, better treat, and prevent T1D. The Nordstrom Beat the Bridge 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 Beat the Bridge, please visit www.beatthebridge.org. I look forward to hearing from you regarding your company's commitment. Thank you for your consideration.

Sincerely, (NAME)