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2569 Wagon Train Lane
Diamond Bar, CA 91765
(866) 580-5508
<http://www.cordusa.org>

Dear Sir/Madam:

I am a representative of CORD USA and we are currently planning a walkathon to raise funds on [DATE] in [PLACE]. Chinmaya Organization for Rural Development USA (CORD USA) is a secular and non-profit organization which is dedicated to facilitating integrated, sustainable social help programs in local communities and in the Indian subcontinent through processes of self-empowerment and enrichment. The goals of CORD USA are the following:

* To serve social and humanitarian needs in local communities
* To provide basic health services to remote villages located in rural India
* To provide a training center for women in leadership skills in socio-economic, health, educational and environmental programs in rural India
* To provide an organization which helps villagers with income generation schemes so that they can become self-sufficient in rural India

Chinmaya Organization for Rural Development depends on the generosity of individuals in the community, like you, to provide items for people in need that much less fortunate than most people. Since 1979, CORD has helped thousands of people and sponsored many villages. More than half of those helped are children. CORD USA is happy to accept your tax-deductible financial donations. 100% of your financial donations assist our operations in Indian subcontinent.

We would be happy to acknowledge your donation by having a sign with your company’s name at the event. CORD USA is a non-profit 501 c (3) organization and all donations are completely tax-deductible.

Thank you in advance for your time and effort and appreciate your company’s donation. Your support will make a difference in the lives’ of many individuals. If you need more information about our charity, please visit <http://www.cordusa.org>. Also, if you have any specific questions, please feel free to contact me.

Sincerely,
[YOUR NAME]