

## Co-worker/Colleague #1

Dear Business Associate:

Our company has made a commitment to the T.J. Martell Foundation to participate in their annual walk event called Dunkin' Donuts Family Fun Run and Walk-A-Thon. I am writing to ask for your help and to enlist your support for this most worthwhile event.

The T.J. Martell Foundation is a 501 (c) 3 national non-profit organization that funds innovative research for leukemia, cancer and AIDS in eight top research hospitals in the United States. The T.J. Martell Foundation was founded in 1975 by music industry executive, Tony Martell and his colleagues, in memory of his son, T.J., a victim of leukemia. To date, the T.J. Martell Foundation has raised more than \$225 million for research.

You may or may not know this, but I am personally affected by cancer as (my child, spouse, relative, best friend, etc has the disease. Enter your personal story here and the name of your honoree).

On November 1, 2008, I will be walking with a large group of my colleagues from (Enter company name here) at the Hall of Fame Park in honor of (Name of Honoree). Collectively, our team would like to raise more than (Enter Company goal here) to support the vital research programs of the T.J. Martell Foundation.

If you cannot come out and join our team, here is where you can help! Please consider making a tax-deductible donation of (Enter amount here) – or whatever your budget will allow – to help further vital cancer research. You may send a check, made payable to the “T.J. Martell Foundation”, to (Enter your name and company address here). Please know that not only would I be grateful for your support, but so would the tens of thousands of people who live with leukemia, cancer and AIDS every day.

Your contribution will enable the T.J. Martell Foundation continue to fund innovative cancer research programs at the Frances Williams Preston Laboratories at the Vanderbilt Ingram Cancer Center. This November marks the 15<sup>th</sup> Anniversary of the T.J. Martell Foundation’s commitment to the Vanderbilt-Ingram Cancer center. More than \$15 million that the Martell Foundation has invested in work by Vanderbilt-Ingram scientists has led to more than \$100 million in additional federal research support.

Thank you for supporting this important cause!

Sincerely,

(Enter your name here)