

Dear \_\_\_\_\_:

I am writing to you today to ask permission to use your facility on (date) from (start time) to (finish time) for a Treats & Sweets for Turner Syndrome bake sale. All proceeds from this bake sale go directly to Turner Syndrome Foundation, a 501c3 nonprofit organization whose goal is to raise awareness, educate the medical profession and provide support for those affected by TS. I have already secured \_\_\_\_\_ volunteers, plenty of bakers to donate the treats and sweets and now all I need is our location. I will advertise this bake sale and believe our community will support our effort and bring traffic to your location.

And this not just an ordinary bake sale! Treats & Sweets for Turner Syndrome is a bake sale fundraising effort which is taking place across the nation. Won't you please be a part of this national effort and help change the lives of those affected by TS?

Thank you very much for your time and consideration. I will follow up with you on (date). In the meantime, if you have any questions or need more information I can be reached at (your phone#) or (your email address) or you can read more about us at HYPERLINK "http://www.turnersyndromefoundation.org"  
[www.turnersyndromefoundation.org](http://www.turnersyndromefoundation.org).

Sincerely,

(Your signature)

(Your name)

SHAPE \\* MERGEFORMAT

Turner Syndrome Foundation, PO Box 726, Holmdel NJ 07733 (800) 594-4585 HYPERLINK  
"http://www.turnersyndromefoundation.org" [www.turnersyndromefoundation.org](http://www.turnersyndromefoundation.org)