



The following document is a sample from a real campaign directed by Capital Quest. Permission is hereby granted for printing this document for the limited purpose of education and training of board members and community/campaign leaders. It is copyrighted material.

For more information on Capital Quest please see contact information below:



**Capital Quest, Inc.
Consultants Serving Philanthropy Nationally Since 1992**

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Date

Name
Address
City, State Zip

Dear Name,

<Organization> needs your advice and guidance!

We are considering a <short definition of case objectives – what will you build>.

<Short paragraph on the logic behind the project – waiting list, demand for services increasing, need new building for what?>

We are in the process of conducting a feasibility study to explore a major capital campaign. As part of this study we'd like to conduct interviews with community leaders throughout the area. You are obviously someone who can provide us with valuable information and we will be most appreciative if you can share your thoughts and advice with us concerning this very important project.

We have asked <Name of person calling> to call you to schedule an interview for this study. [This interview is not a request for funds.](#) Rather, it is an opportunity for us to learn how the community feels about <summary of project> and whether there would be sufficient community support for a capital campaign. <name> will call you within a few days to set a convenient time and day to meet with <name of person doing interviews>. The interview should take about 45 minutes.

Please accept our thanks for your time and for any thoughts and ideas which you share.

Sincerely,

Signer #1
Organizational Leader

Signer #2
Organizational Leader