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Description automatically generated with medium confidence **30TH ANNIVERSARY FUNDRAISING CAMPAIGN   
TEMPLATE EMAIL FOR CHAMBERFRIENDS**

*Chamberfriends might consider sending out emails to their friends, family, and colleagues to help spread the word. You can use the text below—tailoring it to your own voice and the recipients—or send a completely personalized note that directs people to chamberfest.com. We recommend our supporters aim to pass the message on to 30 people in honour of our big anniversary!*

**Subject:** Reaching out re: Ottawa Chamberfest

Dear [NAME],

[Insert pleasantries tailored to the recipient]

I’m reaching out today in support of an organization close to my heart. Ottawa Chamberfest has been a staple for music lovers since 1994. It started as a small-but-mighty grassroots event and has since grown to a full-fledged artistic organization. Chamberfest now puts on an annual Summer Festival, produces a year-round Concert Series, and hosts a multitude of community engagement initiatives including free concerts, activities for kids, and programming for seniors.

I’ve been attending Chamberfest events for X years. What I love most about the organization is [insert some of the things you love].

Right now, Chamberfest is in a difficult spot. Despite huge success over the past two years since in-person events returned, the organization lost a great deal of anticipated grant revenue. Chamberfest is facing a lot of uncertainty about the future.

They recently launched a special fundraising campaign that aims to raise $100,000, in recognition of their 30th anniversary. These funds will be used to offset the impacts of lost grant revenue by supporting expenses such as musician fees, production costs, and expenses associated with their community programming.

**Would you consider donating to Ottawa Chamberfest this spring?** I know there are many worthy causes in need, but I truly believe that our lives can be changed by music. Chamberfest helps make that possible for us, and I would hate to lose that possibility, especially right now when we really need these meaningful shared experiences to look forward to.

**If you’d like to donate or learn more, please visit [link].**

Donations of $20+ will receive a tax receipt. Donors of $250 and more will become “Chamberfest Champions ,” with special recognition at the summer festival and a commemorative donor pin. [Insert line here about your own donation to the campaign, if applicable.]

The organization has asked its long-time supporters like me to help celebrate their past and secure their future, so I’m doing what I can. It would mean so much if you would consider supporting the cause by donating or by spreading the word.

Thanks so much for considering this. [Include a personal closing line.]

[Preferred Salutation],

[NAME]