

[Date]

[Donor Name]

[Address]

[City, State, Zip Code]

Dear [Donor Name],

Thank you for your ongoing support of [Charity Name]. Your contributions allow us to continue our mission of [Brief Mission Description].

We are writing to invite you to join our "Go Green" initiative by switching to paperless donation statements. By receiving your tax receipts and annual summaries via email, you help us reduce administrative costs and environmental impact, ensuring more of your donation goes directly to those in need.

Our Incentive for You:

As a token of our appreciation, when you sign up for paperless statements by [Deadline Date], we will [Description of Incentive, e.g., plant a tree in your name / send you a digital resource pack / enter you into a prize draw].

How to Switch:

- Visit our website at: [Website URL]
- Log in to your donor portal.
- Select "Electronic Delivery" in your communication preferences.

Alternatively, you can simply reply to this email or contact us at [Phone Number] with the subject line "Paperless."

Thank you for helping us grow more efficiently and sustainably.

Sincerely,

[Your Name/Signature]

[Title]

[Charity Name]