[Date]

Dear [Local Sponsor,]

On May 8, 2014, our local office will be participating in the sixth annual Keller Williams Realty RED (**R**enew, **E**nergize and **D**onate) Day. Approximately 700 offices and almost 100,000 associates in more than a dozen countries around the world will donate their day to projects related to renewing and energizing their local communities. Our office and its associates will be participating by [insert community service effort here] and are looking to you as a member of our community for assistance.

We would like to provide you with the opportunity to show your support for our community as well as our initiative by donating cash gifts, food for our meals, water and/or other supplies. Through the generous donations from your company, you will be providing the supplies needed to allow all of our associates to participate in this wonderful event for the entire day. Our event will take place at [insert location] and we would love for you to become a sponsor of this event!

We are very excited about the Keller Williams Realty RED Day initiative and are confident that the success of this program will not only strengthen Keller Williams Realty and its culture across the globe, but also encourage others to donate their time for the benefit of our community. We look forward to including you in our success!

Should you have any questions or would like further information, please contact [insert local RED Day contact info].

Yours truly,

[insert local RED Day contact info here]

{INSERT DATE HERE}