

Sample Visit Request Email (Current Donor)

Dear [name],

I hope all is well and that you're enjoying these [season] days!

My name is Chad Barger and I am the [position] of the [organization].

I am writing to see if I could stop by sometime in the next month or so to provide a **brief** update on the [organization]. I like to do this with as many of our supporters as possible each year. It's an opportunity for me to share our progress, to answer your questions and to **get some feedback** which is always appreciated.

I think **20 minutes** would be sufficient - is there a good day on your calendar? Lunch or coffee is also a possibility if you have a bit more time. What about [time] on **[date 1] or [date 2]**?

Also, please know that while it is my hope that you will continue supporting our cause, at this time I'd just like to meet you and provide this update - **I will not be asking for any money!**

Thank you for taking the time to read this request and have a wonderful day.

Sincerely, Chad

[email signature]

Sample Visit Request Email (Prospective Donor)

Dear [name],

I hope all is well and that you're enjoying these [season] days!

My name is Chad Barger and I am the [position] of the [organization]. **[insert a sentence on how you met or a common connection]**

I am writing to see if I could stop by sometime in the next month or so to provide a bit more information on [organization]. I think **20 minutes** would be sufficient - is there a good day on your calendar? Lunch or coffee is also a possibility if you have a bit more time. What about [time] on **[date 1] or [date 2]**?

Also, please know that while it is my hope that you may wish to support our cause, at this time I'd just like to meet you and provide this update - **I will not be asking for any money!**

Thank you for taking the time to read this request and have a wonderful day.

Sincerely, Chad

[email signature]