Dear [RECIPIENT],

My name is [YOUR FIRST & LAST NAME], and I am the owner of [INSPECTION COMPANY NAME]. I am a volunteer for Cozy Coats for Kids®, a 501(c)(3) nonprofit charitable organization driven by the home inspection industry. Once a year as part of their Annual Coat Delivery Program, Cozy Coats for Kids® purchases brand-new winter coats for children in need and delivers it directly to them.

Cozy Coats for Kids® is not your average coat drive. It provides children with the opportunity to pick a coat in their favorite color and style. In the past, children have ordered coats with fur-lined hoods, pea coats, puffer coats, Disney® princess coats, bomber-style jackets, parkas, and snowsuits – in every color of the rainbow. When the family budget is tight, a new winter coat doesn't always make the cut. Cozy Coats for Kids® wants to make sure children know that they don't have to go without the care and comfort that a new coat signifies, with the practical purpose of keeping the child warm in winter. Cozy Coats for Kids® believes that when children know that the new coat they receive was one they chose for themselves, it can give them added confidence to help them face the challenges that any child experiences.

In an effort to give back to my local community, I am reaching out to [RECIPIENT TYPE] in our area to find out if they know of any children in need of a brand-new winter coat. If you know of any children in need, please let me know each child's name, gender, coat size, color, and/or

style preference. As a volunteer, I will coordinate your order with Cozy Coats for Kids® and deliver it directly to you to distribute to the children. Our goal is to have the coats delivered to you by Thanksgiving. The whole process is cost-free to you and the coat recipients.

If you're interested in participating this year, please let me know at your earliest convenience. You can contact me at [PHONE NUMBER] or [EMAIL]. Also, I'd be happy to answer any questions you may have. You can learn more about Cozy Coats for Kids® at CozyCoatsForKids.org.

Sincerely,

[HAND SIGNED]