

APPENDIX M: SOLICITATION LETTER

Solicitation Letter

PRO BONO / LEGAL SERVICES MEDIATION PROGRAM

PHONE Toll free PHONE fax

Program Administrator

Dear Recipient of Mediation Services,

You have just completed a mediation session that was offered to you at no cost due to the generosity of a number of organizations and individuals. As you are aware, it costs money to administer a program, and we need to purchase stamps, paper and envelopes, as well as providing a small salary to our program administrator.

If you found the mediation helpful in resolving your dispute, we would appreciate any donation you can make to allow us to offer this service to others. No amount is too small to help. For example, \$37.00 pays for 100 stamps, and this allows us to handle the postage for 25 cases.

Donations, which are tax-deductible, can be made to AGENCY for the Mediation Program, and mailed to NAME, Program Administrator at ADDRESS.

Many thanks for considering providing this support to us!

Program Administrator  
Pro Bono/Legal Services Agency – Mediation Program

ADDRESS