



Date: Feb 20, 2015

Dear Sir/Madam,

This letter is on behalf of Yokohama Union Church (YUC) for raising funds on the support of the Spring Fair on April 30, 2016. We do require some monetary help, goods or food & beverage donation from you. Your generous contribution will help the Spring Fair to be successful on fulfilling our mission to serve the community and fund raising for our church building loans, too.

YUC is the first Japanese Protestant Church established in 1872. The original church building was destroyed by the Great Kanto earthquake (1923) and a second time by bomb attack during the WWII (1945). After 58 years, the church was finally rebuilt in 2003 by the congregation. YUC is a small church and we have 38 regular members. We will open it for free music performance usage during the Spring Fair. See the church website for more photos of the space.

The Spring Fair is an annual event at YUC. We plan on having table sales on that day -- baked goods, beverages, vegetables, etc, a BBQ, a Japanese tea ceremony and a Children crafts mini workshop. Also, we will open our sanctuary for the performers to let them enjoy their singing and musical instruments performance. We are proactively recruiting the participants for the table sales, performers and also the helpers on that day.

I believe that we will be more successful in achieving our mission if we have you to provide some donations; possibilities include a cash donation, your company's products or food & beverage for us to sell on the Spring Fair. It will be a great pleasure for us to receive your interest in any terms.

Do contact Anna Yan, the coordinator of the Spring Fair by email at [annayan@yokohamaunionchurch.org](mailto:annayan@yokohamaunionchurch.org) if at all you need any details from our side in terms of charity. We are expecting your prestigious presence for our yearly event.

Thanks and Regards,

Anna Yan

Coordinator of Spring Fair

Church member of Yokohama Union Church