**MEMO**

**To:** [Employer/Business Leader]  
**From:** [Employee/Team Member Name]  
**Date:** [Insert Date]  
**Subject:** Join the Closet of Hope 2025 Holiday Toy Drive

Dear [Employer Name],

I am reaching out to share an exciting opportunity for [Company Name] to make a meaningful impact this holiday season by participating in the Closet of Hope Holiday Toy Drive.

**About Closet of Hope**

* Established in 2019, Closet of Hope is a nonprofit organization dedicated to serving children impacted by foster care in our community.
* The mission is to meet the practical needs of children and their families while restoring dignity and hope through trauma-informed, community-driven support.
* The organization focuses on providing gifts, clothing, and essential items to children who may otherwise go without during the holidays.

**Impact in 2025**

* Serving over 600 children in foster care this holiday season.
* Goal: establish at least 60 drop-off locations and raise $150,000+ in gifts and donations.
* Every child will receive a meaningful gift through community support.

**How [Company Name] Can Help**

* Host a donation box for gifts at the workplace.
* Sponsor children directly through the Amazon wish list.
* Encourage employees and customers to participate in spreading holiday joy.

Participating in the Closet of Hope Toy Drive is a meaningful way for [Company Name] to give back to the community, inspire employees, and make a tangible difference in the lives of foster children.

For more information, visit [Insert Link to Sponsorship Packet or Website] or contact [Your Name & Contact Info].

Thank you for considering this opportunity to bring hope and joy to children in need this holiday season.

Sincerely,  
[Employee/Team Member Name]  
[Title/Department]  
[Contact Info]