



Dear Friend,

It's hard to believe, but the holiday season is almost here! For Hour Exchange that means gearing up for our annual online auction, running **November 25 through December 14, 2009**. In 2008, we featured over **200 items** and raised over **\$10,000** for our organization. The success of the auction was due to the overwhelming generosity of the businesses who participated, and we would love for you to join us this year.

Hour Exchange, is a service exchange organization that opened in 1998. Our program operates with Time Dollars, where one Time Dollar equals one hour of service. We boast a network of almost 700 members who exchange over 20,000 hours of service every year and offer a wide spectrum of skills, including home maintenance, music lessons, language translation and alternative medicine. Our members can also access health care and local arts and music programs using Time Dollars. Most importantly, Hour Exchange prides itself in connecting members of the community through its own unique, thriving economy.

Although most of our organization's activity is generated by members themselves, the cost of keeping our valued services in place is significant.

In this tough economy, members/customers will be especially conscious about spending their disposable income. **The benefits to your business are:**

- **It can increase visibility for your business.** Hour Exchange has close to 700 members and our auction database contains over 3000 e-mail addresses. The auction, of course, is on-line and will run for 2 ½ weeks, so it will reach thousands of people.
- **Consider your donation low-cost advertising in an otherwise advertising-saturated holiday environment!**
- **A donation to our non-profit can shed a positive light on your business, to Hour Exchange members and non-members alike. Furthermore, member recommendations and loyalty will generate business for you and will help support the local economy.**

We encourage you to donate a gift certificate or small, unique item. **Please note that as our auction doesn't begin until November, a certificate would have to be valid through 2010.** For donations with a value of fifty dollars or more, we will post your logo and a link to your website next to your item. We would also like to remind you that because we are a non-profit, your donation is **tax deductible**. We will follow up with you soon, or feel free to contact me using the information below. We appreciate your consideration and wish you the best in this busy season!

Sincerely,

, HEP Facilitator & Membership Maven

TAX ID # XXXXXX

Please keep this letter for your records. THANK YOU!

Hour Exchange

Business Name _____

Value of item donated _____