

National Breast Cancer Foundation Inc.

2600 Network Blvd.
Suite 300
Frisco, Texas 75034

Dear Janelle Hail,

Thank you for asking me to donate my time to become a sponsor for your reputable organization. I totally support the work you have been doing to save the lives of many women. I believe in your mission to educate women about breast cancer while attending those in need by providing them with breast care services with supportive people. This is a very important organization because it is helping woman around the world.

I commend you for your work, but unfortunately I cannot donate 120 hours of my professional services to your cause at this time. My colleagues and I are currently working on a large project for a company. We are currently designing several layouts for digital publication magazine. This project needs to be done by the deadline so that we may be able to get it to our customers. Donating my services at this time might hinder the project and affect me financially. I hope you understand my position. I will keep your organization in mind so that I may request your offer to others.

I apologize for the inconvenience I wish you continued success for the future.

Sincerely,

Brittany Gilkes