

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As a valued supporter of [Your Organization's Name], we want to share how your contributions have made an impact in our community.

This year, we are launching our [specific campaign or initiative name], aimed at [brief description of the campaign's purpose]. With your support, we can continue to [specific goals or outcomes].

We invite you to join us in making a difference again. A gift of [suggested donation amount] can provide [specific benefit or item related to the charity work]. Every contribution, no matter the size, brings us one step closer to achieving our mission.

Please consider making a donation by [donation method details], or by visiting our website at [website URL]. Your generosity will help us [mention the expected positive outcome].

Thank you for your continued support and belief in our cause. Together, we can create a brighter future for those in need.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]

[Website URL]

P.S. Please feel free to reach out at [phone number] or [email] if you have any questions or would like more information.