

[Your Name]  
[Your Title/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you in great spirits. I am writing to you on behalf of [Your Organization/Project Name], a [brief description of your organization or project].

As you may know, we are dedicated to [state your mission or purpose]. To continue our efforts and expand our reach, we rely on the generous support of individuals like you.

We are currently seeking donations to [explain the specific need or purpose of the funds, e.g., funding a project, supporting a program, etc.]. Your contribution would make a significant impact on [specific beneficiaries or outcomes].

We would be honored if you would consider making a donation of any amount. Every contribution helps us achieve [specific goal or project] and furthers our mission to [reiterate mission].

For your convenience, I have included a return envelope and a donation form with this letter. You can also donate through our website at [website URL].

Thank you for considering our request. We deeply appreciate your support and look forward to the possibility of partnering with you to make a difference.

Warm regards,

[Your Name]  
[Your Title/Organization]  
[Your Signature (if sending a hard copy)]