

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Organization Name], a nonprofit organization dedicated to [brief description of your organization's mission].

We are currently seeking to raise funds for [specific project or initiative], which will [describe the impact of the project]. This is where your support can make a significant difference.

We would be grateful if you would consider making a donation of [suggested amount or an open request] to help us achieve our goal of [specific goal]. Your contribution will directly support [explain what the donation will be used for], and every dollar counts in our mission. Thank you for taking the time to consider our request. Please feel free to reach out if you have any questions or would like more information about our organization.

Warm regards,

[Your Name]
[Your Title]
[Organization Name]
[Website URL]