

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

****Introduction****

- Briefly introduce your organization
- State the purpose of the letter

****The Problem****

- Describe the issue or need your organization addresses
- Use statistics or personal stories to illustrate the impact

****Your Solution****

- Explain how your organization is working to solve the problem
- Highlight specific programs or initiatives

****Call to Action****

- Clearly state your request for a donation
- Mention how the donation will be used

****Closing****

- Thank the donor for their past support or their consideration
- Include contact information for questions

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Website URL]