

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for [Organization Name] and to request your assistance in making a difference in our community.

[Explain the purpose of the donation, e.g., funds needed for a specific project, event, or general support for the organization.]

Your organization has made a significant impact on [briefly describe the organization's mission and achievements], and I would like to contribute to this vital work.

I would be grateful if you could consider [specific request for donation: funds, products, volunteer time, etc.].

Thank you for your time and consideration. I look forward to the possibility of supporting your important work.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]