

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Your Reason for Writing], to express our support for [Charity Organization's Name] and the impact it has made in our community.

As you may know, [Brief explanation of the charity's mission and achievements]. However, to continue this vital work, it is crucial to secure funding and resources.

We are reaching out to request your support through donations. Every contribution, no matter how small, can make a significant difference. Our goal is to raise [specific amount or resources needed], which will go directly towards [specific projects or needs].

We would be grateful if you could consider making a donation. In recognition of your generosity, we would be happy to acknowledge your support through [mention any potential recognition efforts].

Thank you for considering our request. Together, we can continue to make a positive impact in our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] for any queries.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization's Name] (if applicable)