

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Support Our Cause

Introduction:

We hope this letter finds you well. At [Organization Name], we are dedicated to [briefly describe your mission or cause].

The Need:

This year, we are facing [describe the current challenge or opportunity] which has prompted us to reach out to our valued supporters like you.

The Impact of Your Donation:

With your generous contribution, we can [explain how donations will be used and the impact it will have].

Call to Action:

We invite you to join us by making a donation of [suggest specific amount or ask for any amount] by [insert deadline, if applicable].

Closing:

Thank you for considering our request. Together, we can make a difference in [restate the benefit to the community or cause].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Phone Number]

[Email Address]

[Website URL]