

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

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

Dear [Donor's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Charity's Name] to share the incredible work we have been doing and to invite you to be a part of our mission to [briefly explain your charity's purpose or mission].

This year, we have made significant strides in [mention specific achievements or projects]. With the generous support of donors like you, we have been able to [describe impact on the community or beneficiaries]. As we look forward to [mention any upcoming projects, goals, or events], we are in need of further support to continue our efforts. Your contribution of [suggest donation amount or type] would go directly towards [explain how the donation will be used].

To make a donation, please visit our website at [website link] or contact us directly at [phone number or email]. Every contribution, no matter the size, makes a meaningful difference.

Thank you for considering supporting [Your Charity's Name]. Together, we can [reiterate mission or impact].

Warm regards,

[Your Name]
[Your Title]
[Your Charity's Name]