

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Annual Donation Request

I hope this message finds you well. As we reflect on the past year, we are deeply grateful for your support and commitment to [Your Organization's Mission/Goal].

This year, [insert key achievements or highlights]. With your generous contributions, we have been able to make a significant impact in our community.

As we plan for the upcoming year, we invite you to consider renewing your support through an annual donation. Your contributions allow us to [insert specific programs or initiatives supported by donations].

We appreciate every dollar you can give, and we would be honored to have you continue your partnership with us. Donations can be made via [insert donation methods: online, check, etc.]. Every contribution, no matter the size, makes a difference.

Thank you once again for your generosity and for believing in our mission. Together, we can achieve even greater things in the coming year.

Warmest regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]