

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Briefly introduce your organization and its mission.]

[Second Paragraph: Describe the specific project or need for which you are seeking donations.]

[Third Paragraph: Explain the impact a donation could have and share success stories or testimonials if applicable.]

[Closing Paragraph: Make a direct request for a donation and provide clear instructions on how to contribute.]

Thank you for considering our request. Your support makes a difference!

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Website, if applicable]