

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Invitation to Support [Cause/Project Name]

I hope this message finds you well. At [Your Organization's Name], we are committed to [briefly explain your mission or project].

This year, we are focusing on [specific project or goal], which aims to [explain the purpose and significance]. To achieve this, we need your support.

We are reaching out to our valued supporters like you to help us raise [amount] by [deadline]. Your generous donation will [explain how donations will be used, e.g., providing resources, funding programs, etc.].

Here are a few ways you can help:

1. Make a one-time donation of [suggested amount].
2. Become a monthly supporter with a donation of [amount].
3. Share our campaign with friends and family.

To donate, please visit [website link or include donation form] or contact us at [phone number] or [email address].

Thank you for considering this opportunity to make a difference.

Together, we can achieve [restate goal or impact].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Phone Number]

[Email Address]

[Website URL]