

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Blood Donation

I hope this message finds you well. We are reaching out to you on behalf of [Your Organization's Name] to request your support in hosting a blood donation drive on [proposed date(s)].

As you may know, blood is critically needed for [specific reasons/causes, e.g., surgeries, emergencies, etc.]. Our goal is to [state your goal, e.g., collect a certain number of units, raise awareness, etc.], and we believe that your organization can play a vital role in achieving this.

We would be grateful if you could assist us by encouraging your staff and community members to participate in this important event. Together, we can make a significant impact and help save lives.

Please let us know if you would be interested in partnering with us for this initiative. We would be happy to discuss the logistics and provide any additional information you may need.

Thank you for considering our request. We look forward to the possibility of working together to make a difference in our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]