

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Blood Donation Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your support for an upcoming blood donation drive that we are organizing at [Location/Organization Name] on [Date].

The need for blood donations is critical, and our aim is to collect as many units as possible to support local hospitals and patients in urgent need. We would be honored to collaborate with [Blood Donation Organization/Company Name] to make this event a success.

We anticipate a strong turnout and would appreciate any assistance you can provide in terms of staff, resources, or promotional materials to encourage participation.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]