

[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. At [Organization Name], we are dedicated to [briefly explain your mission or cause]. Our work has made a significant impact in the lives of [describe the beneficiaries/communities you serve].

This year, we aim to raise [amount] to [specific goal or project]. With your generous support, we can [explain what the funds will achieve, e.g., provide resources, support programs, etc.].

We are reaching out to ask for your help. A donation of [specific amount or any contribution] would help us [explain the impact of the donation]. Every dollar makes a difference and contributes to a brighter future for those in need.

Thank you for considering our request. Together, we can make a profound difference.

Sincerely,

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