

[Your Name]
[Your Title]
[Charity Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization/Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Charity Organization Name], a nonprofit organization dedicated to [brief description of mission and goals].

As we continue our efforts to [specific project or initiative], we are seeking support from generous individuals and organizations like yours.

We believe that together, we can make a significant impact on [community/issue/target population].

We kindly ask for your support through a donation of [specific request: amount, items, etc.]. Your contribution will directly support [specific use of funds or resources], helping us to [describe benefits of support].

In recognition of your generosity, we would be happy to [mention any perks, acknowledgments, or promotional opportunities for donors].

Thank you for considering our request. We would be honored to partner with you in making a difference. Should you have any questions or wish to discuss this in further detail, please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Title]
[Charity Organization Name]
[Website URL (if applicable)]