

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Community Group Name] to seek your support for an upcoming community project that aims to [describe the project and its purpose, e.g., enhance local park facilities, provide educational resources, etc.].

Our project, [Project Name], is set to take place on [date(s)] and will benefit [describe the community or groups impacted]. We have already gathered support from local volunteers and stakeholders, and we are now reaching out to seek financial donations to help cover [mention specific needs, e.g., materials, services, etc.].

We believe that [explain the importance and potential impact of the project]. With your generous contribution, we will be able to [describe the direct outcomes of the funding].

We would be grateful if you could consider making a donation of [suggest a specific amount or leave it open]. Any amount will be immensely appreciated. In recognition of your support, we will [mention any acknowledgment, e.g., logo on project materials, recognition at events, etc.].

Thank you for considering our request. We would love the opportunity to discuss this project further and explore how you can be a valuable partner in improving our community. Please feel free to reach out to me directly at [your phone number or email].

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Community Group Name]