

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization's Name]. We are a nonprofit organization dedicated to [brief description of your mission and goals]. As we continue our important work in [specific community or cause], we are reaching out to seek your generous support. With the ongoing challenges in [specific issue or need], your contribution can make a meaningful difference.

We are currently working on [brief description of a specific project or program], and we believe that your involvement could greatly enhance our efforts. We are seeking to raise [specific amount] to [explain what the funds will be used for].

Your support would not only help us achieve our goals, but it will also [mention any benefits to the donor or how they can see the impact of their contribution].

We would be grateful if you would consider making a donation to [Your Organization's Name]. If you have any questions or would like to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We truly appreciate your support and commitment to [the cause or community].

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Website]