

[Your Charity's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As a valued supporter of [Charity Name], I want to take a moment to express our heartfelt gratitude for your past contributions, which have made a significant difference in the lives of those we serve.

This year, we are faced with an urgent need to [describe the need or project, e.g., "expand our programs for underprivileged children" or "provide support for families affected by disaster"]. With your help, we can continue our mission and create lasting change in our community.

[Insert a personal story or testimonial that illustrates the impact of your charity's work.]

To achieve our goals, we are launching a fundraising campaign with a target of [insert amount needed]. We kindly ask you to consider making a donation of [suggested amounts, e.g., "\$50, \$100, \$250, or any amount that you feel led to give"]. Your support will directly benefit [describe how the donation will be used].

Please visit our website at [insert website URL] to make your donation securely online or use the enclosed envelope for your convenience.

Thank you once again for your generosity and continued support. Together, we can make a difference and [reiterate the goal or mission, e.g., "transform lives for the better"].

Warmest regards,

[Your Name]

[Your Title]

[Charity Name]

[Contact Information]

[Website URL]

[Enclosure: Donation envelope or additional information, if applicable]