

[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 dedicated to [briefly describe your organization's mission and the impact it has on the community].

As we continue our efforts to [explain the specific project or cause], we rely heavily on the generosity of supporters like you. This year, we are aiming to [mention the goal or specific need, e.g., raise funds for a new program, provide services, etc.].

We would be grateful if you could support us with a donation of [suggest an amount or let them choose]. Your contribution will enable us to [explain how their donation will make a difference].

To make a donation, please visit our website at [website link] or use the enclosed donation form. If you have any questions, feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. Together, we can make a meaningful difference in the lives of those we serve.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Your Organization's Website]