

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization] to share an exciting opportunity to support [briefly describe the cause or project].

As you may know, [mention a significant statistic or fact related to your cause]. This has prompted us to [state your organization's goals/plans]. We believe that with your help, we can make a meaningful impact.

We invite you to be a part of this initiative by making a donation. Your contribution of [suggested amount or range] will help us [explain how the funds will be used].

To make your donation, please visit [website link] or send a check made payable to [Organization Name] at the address above.

We are incredibly grateful for your support and commitment to [cause]. Together, we can [state the vision/impact].

Thank you for considering our request. Please feel free to reach out if you have any questions.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]