

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out on behalf of [Organization Name], a local nonprofit dedicated to [brief description of your organization's mission and goals]. We are currently embarking on a community project that aims to [describe the project and its objectives]. To bring this vision to fruition, we are seeking support from local businesses and community members. We would greatly appreciate any donation, whether it be monetary or in the form of materials/services that would aid us in [specific needs related to the project]. Every contribution, no matter the size, will play a crucial role in making this project successful.

[Optional: Include a personal story or testimonial that highlights the impact of your organization or project.]

We are excited to offer [mention any recognition or benefits for donors, such as promotional opportunities or tax deductions]. Our project launch is planned for [insert date], and we would love to have your support by [insert specific action and deadline if applicable].

Thank you for considering our request. I would be happy to discuss this project further and answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and support.

Sincerely,

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