

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to you on behalf of [Your Organization], a [brief description of your organization and its mission]. We are dedicated to [explain the cause or project that requires funding].

To continue our work and make a significant impact, we are seeking donations to support [specific project or initiative]. Your generous contribution would enable us to [explain what the funds will be used for and the benefits it will provide].

We appreciate your ongoing support of our organization and the positive influence you have on our community. Any assistance you could provide would be greatly appreciated.

Thank you for considering our request. I would be happy to discuss this in further detail and answer any questions you may have.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]