

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], a [brief description of your organization, e.g., non-profit organization dedicated to...].

We are reaching out to seek your support in our efforts to [briefly explain your cause or project, e.g., provide meals to families in need, support educational programs, etc.]. In our recent projects, we have seen [share a brief statistic or anecdote that highlights the impact of your work].

As we strive to continue our mission, we would greatly appreciate your consideration of a charitable donation. Your generosity will enable us to [explain what the donation will specifically fund or support].

We are committed to [state your commitment/vision/goal], and with your help, we can make a significant difference in the lives of [who will benefit from the donation].

If you are interested in supporting our cause, please feel free to contact me at [your phone number] or [your email address]. We would be happy to provide more information or discuss partnership opportunities. Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact in our community.

Warm regards,

[Your Name]
[Your Title]
[Your Organization's Name]

[Enclosure: Optional - any additional information, brochures, or donation forms]