

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

[Donor's Name]
[Donor's Title/Position]
[Donor's Organization]
[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 [a brief introduction of your role and organization]. We are dedicated to [a brief description of your mission and purpose related to the environmental project].

We are currently launching a project titled [Project Name], aimed at [briefly describe the goals and objectives of the project, including its significance in addressing environmental issues]. This project will [explain the impact or outcome you hope to achieve].

To make this project a reality, we are seeking financial support from valued community partners like you. We would greatly appreciate your consideration of a donation of [specific amount or range] to help us achieve our goals. Your contribution will directly support [specific ways the donation will be used, e.g., materials, workshops, community outreach].

We believe that together, we can make a significant difference in our community and the environment. As a token of our appreciation, we would be happy to [mention any recognition or benefits for the donor, such as listing their name on promotional materials, invitations to events, etc.].

Thank you for considering our request. I am eager to discuss this project further and explore ways in which we can collaborate. I can be reached at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Website, if applicable]