

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your organization's mission and the community you serve].

As we strive to make a positive impact, we rely heavily on the generous support of individuals like you. This year, we are launching [describe a specific project or program], which aims to [explain the goal and importance of the project].

To make this initiative successful, we are seeking donations to cover [mention specific needs, such as supplies, resources, or funding]. A contribution of [suggest an amount or range] would go a long way in helping us achieve our goals and support our community effectively.

Your support can truly make a difference. Together, we can [reinforce the impact of their donation and how it will help].

We would love to discuss this further and explore ways you can be involved. If you have any questions or would like more information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We appreciate your support and commitment to [mention the cause or community].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Website]