

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for [Organization Name] and to contribute to the incredible work you are doing in our community.

I would like to make a donation of [specify amount or items being donated] to assist with [specific purpose of donation or project]. I believe that your efforts in [mention specific community service or mission] are vital for improving the lives of our residents.

Please let me know if there are any specific guidelines or requirements for the donation. I would appreciate any information regarding the best way to deliver my contribution.

Thank you for your dedication and hard work. I look forward to being a part of the positive change you are making in our community.

Sincerely,  
[Your Name]