

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[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 reaching out to you on behalf of [Your Organization/Project Name]. We are dedicated to [briefly describe the mission or purpose of your organization/project].

As we continue to make a positive impact in our community, we are seeking support through individual donations to help fund our initiatives. Your contribution would enable us to [explain how the donation will be used and the impact it will have].

We are specifically looking for donations of [suggest a specific amount or type of contribution, if applicable], but any amount you can provide would be greatly appreciated. Every dollar makes a difference and helps us [reiterate the cause or project goals].

If you are willing to support us, please visit our website at [website URL] or contact me directly at [your phone number or email address]. We would be incredibly grateful for your partnership in this important work. Thank you for considering our request. Together, we can make a meaningful difference.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]