

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As you may know, we recently lost [Name of Deceased], who touched the lives of so many throughout their life. In honor of [his/her/their] memory, we are organizing a memorial donation to [Name of Charity/Organization] that was dear to [his/her/their] heart.

[Briefly describe the charity, its mission, and why it was important to the deceased.]

We invite you to join us in making a difference by contributing to this meaningful cause in [Name of Deceased]'s memory. Your generous donation will not only honor [him/her/them] but also help [explain the impact of the donations, e.g., support a specific program, help individuals or communities in need].

If you would like to make a donation, please send your contribution to [Charity/Organization Name, Address, Website/Donation Link if applicable].

Thank you for considering this heartfelt request. Your support means a lot to us as we celebrate the life and legacy of [Name of Deceased].

With gratitude,

[Your Name]  
[Your Relationship to Deceased]