

[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! As we reflect on the past year, we are reminded of the incredible support we have received from our community. Your generous contributions have made a significant impact on the lives of those we serve through [brief description of your organization's mission].

As we approach the end of the fiscal year, we invite you to consider making a tax-deductible donation to [Your Organization's Name]. Your support will help us [specific goals or projects your organization is currently working on]. Every donation, no matter the size, plays a crucial role in allowing us to continue our mission and expand our outreach.

To simplify the donation process, you can visit our website at [website URL] or send a check made out to [Your Organization's Name] to the address listed above. Please remember that all donations made by [specific date, if applicable] are tax-deductible for the 2023 tax year. Thank you for considering supporting our cause. Together, we can make a lasting difference in our community. If you have any questions or would like to discuss how you can contribute, please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]