

[Your Organization's Logo]
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce your organization and the purpose of the letter.]
[Body: Describe the specific fundraising campaign or need, sharing stories or statistics that illustrate the impact of donations.]
[Call to Action: Encourage the recipient to contribute, providing clear instructions on how to donate (online link, mailing address, etc.).]
[Closing: Thank the recipient for their support and consideration.]
Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]
[Contact Information]
[Return Address (for the envelope):
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]]
[Optional: P.S. or additional note encouraging a timely response or highlighting an upcoming event.]