

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your support for [describe the cause or project] that aims to [briefly explain the purpose and impact of the project].

We are seeking donations to further our efforts and reach our goals. Your generous contribution will enable us to [explain how the donation will be used].

We believe that with your support, we can [describe the positive outcomes expected from the donation].

If you would like to discuss this further or require additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. Your support would mean a great deal to us and the community we serve.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization's Name, if applicable]