

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

[Recipient Name]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization]. We are committed to [briefly describe your organization's mission and activities].

As part of our ongoing efforts, we are currently planning [describe the specific initiative, event, or project that requires support]. This initiative is crucial because [explain the impact and importance of the initiative].

To successfully carry out this project, we are seeking donations from generous community members and local businesses. Your support would help us [explain what the donations will be used for and how they will benefit the community].

We would greatly appreciate any contribution you can make, whether it be [list specific items, financial support, or volunteer time, as appropriate]. All donations are tax-deductible, and we would be happy to recognize your support in our promotional materials and at our event.

Thank you for considering our request. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email].

We genuinely appreciate your support and look forward to the possibility of partnering with you to [reiterate the goal of the initiative].

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Website URL (if applicable)]  
[Attachment: Any relevant materials, if applicable]