

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to urgently request your support for [specific cause or project].

As you may know, [brief explanation of the situation and urgency]. This has created an immediate need for [specific resources or funds needed].

We are reaching out to valued supporters like you to help us raise [specific amount needed] by [deadline]. Your generous contribution will make a significant difference by [specific impact of the donation].

Please consider making a donation at your earliest convenience. You can contribute by [provide instructions for donation].

Thank you for your attention to this urgent matter. We deeply appreciate your support and commitment to [cause].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]