

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip]

Dear [Donor's Name],

Subject: Request for Donation

I hope this letter finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are a nonprofit organization dedicated to [briefly describe mission and impact].

We are currently working on [specific project or need], which aims to [describe the purpose and intended outcome]. To successfully achieve this, we are reaching out to individuals and businesses like yours who are committed to making a difference in our community.

We kindly ask for your support through a donation of [specific amount or type of support]. Your contribution will [explain how their support will make an impact].

In appreciation of your generosity, we will [mention any recognition or benefits for the donor, if applicable].

Thank you for considering our request. We would love the opportunity to discuss this further. Please feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Phone Number]

[Organization's Website]