

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well and thriving. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission or purpose].

As someone who shares our passion for [related cause], I wanted to reach out and share some exciting developments and immediate needs at [Your Organization]. [Include a brief story or update that illustrates your organization's impact--this could include a success story, a recent event, or a specific challenge you are facing].

To continue making a difference, we rely on the support of generous donors like you. Your previous support has greatly impacted our work, and we are incredibly grateful. This year, we are aiming to [describe specific goals or projects, and why they are important].

We kindly ask you to consider making a donation of [specific amount or range] to help us achieve this goal. Your contribution will directly support [specific projects or initiatives that the donation will fund]. Together, we can [reiterate the mission or impact, emphasizing the importance of their support]. If you have any questions or would like to discuss this further, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and belief in our mission. We look forward to the possibility of partnering with you to create lasting change.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]