

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

Dear [Donor Name],

I hope this letter finds you well. I am writing to you on behalf of [Nonprofit Organization Name], an organization dedicated to [brief description of your mission or purpose].

We are seeking funding to support [specific project or program] that aims to [explain the purpose and goals of the project]. This initiative addresses [describe the issue or need that your project will address] and will benefit [target beneficiaries].

To implement this project successfully, we estimate a total budget of [insert amount]. We are reaching out to you because [reason why you are specifically approaching this donor]. We believe your support can make a significant impact on [describe the outcomes of the project].

We kindly request a grant/donation of [specific amount] to help us achieve our goals. In recognition of your generous support, we would be happy to [mention any recognition or partnership opportunities].

Thank you for considering our request. We would welcome the opportunity to discuss this further and explore how we can work together to make a positive difference in our community.

Sincerely,

[Your Name]
[Your Title]
[Nonprofit Organization Name]
[Website URL, if applicable]