

[Your Charity's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. As a valued member of our community, we are reaching out to share an important opportunity to make a positive impact in [Community/Area Name].

At [Your Charity Name], we are dedicated to [briefly describe your mission and the work you do]. With your support, we can [specific outcomes or projects that the donation will help achieve].

This year, we are particularly focused on [mention any specific campaign or initiative]. We believe that with your help, we can [describe the positive change you aim to create].

We kindly ask for your support through a donation of [suggested amount or range]. Your generosity will not only help us [specific outcomes], but it will also inspire others in the community to join us in this important cause.

We truly appreciate your consideration and any amount you can contribute. Together, we can make a significant difference in the lives of those who depend on our services.

Thank you for your continued support and commitment to our community. If you have any questions or would like to discuss this further, please feel free to reach out at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Charity Name]

[Charity's Contact Information]

[Charity's Website]

[Optional: A brief story or testimonial to illustrate the impact of donations]