

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request your support for [Brief Description of Cause/Project].

We are seeking [specific amount or type of donation] to help us [explain how the donation will be used and its impact].

Your generous contribution can make a significant difference in [mention the target group or community].

Thank you for considering our request. We would be grateful for your support in making a positive impact. Please feel free to contact me if you have any questions or would like more information.

Warm regards,

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