

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your role/position] at [Charity Organization Name], a nonprofit dedicated to [brief description of your charity's mission].

Every day, we strive to [explain what your organization does and its impact]. This work is vital because [briefly explain why this cause is important]. However, to continue our efforts and make an even greater difference, we need the support of generous individuals like you.

We are currently reaching out to our community for assistance in the form of financial contributions. Your support would directly help us to [specific need--e.g., provide resources, fund programs, support individuals in need] and allow us to expand our reach to [how the donation will impact more people/community].

We would be incredibly grateful if you could consider making a donation of any amount to support our cause. Your generosity will not only help us [specific impact], but it will also [mention any personal touch, like inspiring others or making a local difference].

Enclosed is a donation form with details on how to contribute. Every little bit helps, and your support means the world to us and those we serve.

Thank you for taking the time to consider our request. Together, we can make a substantial impact in our community. Should you have any questions or wish to discuss this further, please feel free to contact me at [your phone number or email].

Warm regards,

[Your Name]
[Your Title/Position]
[Charity Organization Name]
[Website URL]
[Social Media Links]
[Enclosure: Donation Form]