

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor Name]
[Donor Title/Organization (if applicable)]
[Donor Address]
[City, State, Zip Code]

Dear [Donor Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization Name], a non-profit dedicated to [briefly describe your organization's mission or purpose].

We are currently seeking support for [specific program or initiative] that aims to [describe the impact or goal of the program]. This project is particularly important because [explain the significance or need].

We would be grateful if you would consider making a donation to support our efforts. Your generous contribution will help us [describe how the funds will be used].

We appreciate any assistance you can provide, whether it be a financial contribution or sharing our mission with others who may be interested in supporting us.

Thank you for considering our request. We would be happy to discuss our work in more detail and answer any questions you might have.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Organization Name]
[Website (if applicable)]