

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

[Recipient Name]
[Recipient Position/Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are dedicated to [brief description of your organization's mission and the specific cause you support].

As we strive to make a positive impact in our community, we rely on the generosity of supporters like you. We are reaching out to request your assistance in the form of a donation to support our upcoming [event/campaign/project] that is scheduled for [date].

Your contribution will help us [explain how the donation will be used and its impact]. With your support, we can [specific outcomes or benefits of the donation].

We would be grateful for any amount you could contribute, and in appreciation, we would like to offer [mention any recognition or benefits for the donor].

Thank you for considering our request. I would be happy to discuss this further or provide any additional information. Please feel free to contact me at [phone number] or [email address].

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]