

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization 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 position, if applicable] at [Your Organization/Charity Name]. We are dedicated to [briefly describe your organization's mission and activities].

We are reaching out to you to request your support through a donation to help us continue our work in the community. [Provide details about a specific program or project that needs funding and its impact.]

Your generous contribution would make a significant difference in [describe the outcome of their donation]. We would be grateful for any support you can provide, whether it be a monetary donation or in-kind contributions.

Please find enclosed [any additional materials, brochures, or forms, if applicable]. Should you have any questions or require further information, feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We appreciate your support and commitment to [mention the cause/issue your charity addresses].

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Charity Name]
[Website URL, if applicable]
[Enclosures, if any]