

[Your Name]
[Your Title/Position]
[Charity Name]
[Charity Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out on behalf of [Charity Name], an organization dedicated to [brief description of mission and goals]. Our focus is to [describe the key impact areas, e.g., improve education, provide healthcare, support vulnerable populations, etc.].

In the past year, we have [mention specific achievements or impact statistics that demonstrate your organization's effectiveness]. However, there is still much work to be done, particularly in light of [mention any recent challenges or needs in the community].

With your support, we can [explain how their donation will directly impact the community or project]. For instance, a donation of [specific amount] can [describe what that amount will achieve or support].

I invite you to join us in making a difference. Your generous contribution can help us [summarize the ultimate goal of your project or initiative].

Thank you for considering this opportunity to partner with [Charity Name]. Together, we can create lasting change in our community. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions or would like to discuss further.

Warm regards,

[Your Name]
[Your Title/Position]
[Charity Name]