

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you on behalf of [Charity Name], an organization dedicated to [briefly describe the mission of the charity].

As you may know, our work is crucial in [describe specific impact or need addressed by the charity]. This year, we are embarking on [describe specific project or initiative], and we are seeking generous supporters to join us in making a difference.

I have always admired your commitment to [mention any relevant connection between the recipient and the charity or cause], and I believe that your support can help us achieve [specific goals to be accomplished with the donation].

We would be incredibly grateful if you could consider making a donation of [suggest a specific amount or range], which will directly contribute to [describe how the funds will be used]. Additionally, any amount you can provide will be helpful and greatly appreciated.

Thank you for considering our request. If you have any questions or would like to learn more about our work, please feel free to contact me at [your phone number] or [your email].

Warm regards,

[Your Name]
[Your Position]
[Charity Name]
[Charity Website]