

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization's Name]
[Organization's 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 role or connection to the charity, e.g., a volunteer, a board member, etc.] at [Charity's Name]. We are dedicated to [briefly explain the mission of the charity and the specific cause you are addressing].

As you may know, we rely on the generosity of individuals and organizations like yours to continue our work and make a meaningful difference in our community. This year, we are aiming to [state a specific goal or upcoming project], which will significantly impact [describe whom it will benefit and how].

I am reaching out to ask for your support in the form of a donation. Your contribution of [suggest a specific amount or range, if appropriate] will help us [explain how the funding will be used]. Every dollar counts and goes directly towards [mention specific programs, services, or initiatives].

Additionally, by supporting [Charity's Name], you will be joining a dedicated community committed to [restate the goal or mission]. We would be honored to recognize your contribution by [mention any recognition opportunities, such as a plaque, public acknowledgment, newsletter mention, etc.].

Please consider making a donation by [include details on how to donate, such as online links, mailing address for checks, or contact for other methods]. Your generosity can help us [reiterate the positive impact of their donation].

Thank you for considering our request and for your commitment to making a difference. If you have any questions or would like more information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]
[Your Position]
[Charity's Name]
[Charity's Website (if applicable)]