

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a [brief description of your organization, e.g., non-profit organization dedicated to XYZ]. We are committed to [briefly outline your mission and goals].

As we approach [mention specific time frame, e.g., the holiday season, a specific event, etc.], we are reaching out to seek your support in our ongoing efforts to [describe the specific project or initiative]. This year, we aim to [provide a specific goal or outcome, e.g., provide meals for families in need, support education for underprivileged children, etc.].

To achieve this, we are looking for generous partners like you. Your contribution of [specific amount or type of donation] would greatly assist us in [explicitly explain how the donation will be used and the impact it will have].

We would be grateful for any support you can provide, whether it be a monetary donation or in-kind support. [You may also want to mention any tax benefits or recognition associated with donations].

Thank you for considering our request. We would love to discuss this opportunity with you further and explore how we can work together to make a lasting impact. Please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your time and generosity.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]