

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission or cause]. We are committed to [explain what your organization does and the impact it has on the community].

As we continue our efforts to [state specific goals or initiatives], we are seeking support from compassionate individuals and businesses in our community. We believe that with your generous assistance, we can make a significant difference in the lives of those we serve.

We are requesting a donation of [specific amount or items] to help us further our mission. Your contribution will [explain how the donation will be used and its impact]. For example, [give a specific example or anecdote related to your cause].

In recognition of your generosity, [explain any recognition or benefits for the donor, e.g., mention in newsletters, social media shoutouts, etc.].

We would be grateful for your support and would love the opportunity to discuss this further. Please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for considering our request. Together, we can make a lasting impact in our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization's Name]
[Website URL, if applicable]