

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Charity Organization Name], an organization dedicated to [briefly explain the mission or purpose of the charity].

As we strive to make a meaningful impact in our community, we rely on the generosity of individuals and businesses like yours. We are hosting [describe the event or project] on [date], and we would be grateful for your support.

Your contributions will help us [explain the specific use of the donations]. We would appreciate any donation you can provide, whether it be financial or in-kind support.

Thank you for considering our request. Together, we can make a difference. Please feel free to reach out if you have any questions.

Warm regards,

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