

[Your Name]
[Your Organization's Name]
[Your 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
[Your Organization's Name], a nonprofit organization dedicated to
[briefly describe your mission or cause].

We are currently seeking support for [specific project or need] that aims
to [explain the purpose and impact]. Your generous contribution will help
us [describe how the donation will be used and the difference it will
make].

We would be deeply grateful for any amount you could donate to support
our cause. Donations can be made via [provide details on how donations
can be made, e.g., online, by check, etc.].

Thank you for considering our request. Together, we can make a meaningful
difference in the lives of those we serve.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]
[Organization Website URL]