

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

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name], a nonprofit dedicated to [briefly describe your mission and activities].

We are currently working on [briefly describe the specific project or need], and we believe that with your support, we can make a significant difference in the lives of [describe whom your organization helps].

We are seeking donations to help us reach our goal of [state your fundraising goal or need]. Your contribution would help us to [describe what the funds will be used for and the impact it will have].

Please consider making a donation of [suggest a specific amount or request any amount]. All contributions are tax-deductible, and we would be more than happy to provide you with any further information you may need.

Thank you for considering our request. We greatly appreciate your support and commitment to [mention the cause or community].

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization's Name]