

[Your Church's Name]  
[Your Church's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you in good health and spirits. As we continue our mission to [describe mission or purpose of the church/community], we are reaching out to our community for support.

Our church is dedicated to [briefly describe activities, services, or outreach programs], and your contributions play a vital role in helping us achieve our goals. We are currently seeking donations to [specify what the funds will be used for, e.g., support programs, maintenance, community services].

We would be immensely grateful for your support, no matter the size of your donation. Your generosity will help us [explain the impact of their donation].

If you would like to contribute, please feel free to send your donation to the address above or visit our website at [website link]. If you have any questions or would like further information about our current projects, please do not hesitate to reach out.

Thank you for considering this request, and for your continued support of [Your Church's Name]. Together, we can make a difference in our community!

Blessings,

[Your Name]

[Your Position]

[Your Church's Name]

[Optional: Church Website or Social Media Links]