

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for [Organization Name] and to discuss the potential for community service donations that could greatly benefit your programs and the individuals you serve.

[Briefly explain your connection to the organization and its mission.]
To help facilitate your important work, I would like to propose a donation of [describe the type of donations, e.g., funds, goods, services], which I believe would be valuable to [specific programs or services].

[Highlight the impact of the donation and how it could benefit the community.]

I would be grateful for the opportunity to discuss this proposal further and explore how we can collaborate effectively to enhance the impact of your organization. Please feel free to contact me at your convenience. Thank you for your dedication to serving our community.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]