

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to share an exciting opportunity to support [Organization/Event Name], which is dedicated to [brief description of the mission/purpose].

We are hosting a fundraising event on [date] at [venue/location], and we would be incredibly grateful for your support. Your generous donation will help us achieve [specific goal or project].

We invite you to contribute in the form of [monetary donation, goods, services, etc.], and we would be happy to promote your generosity through our event marketing.

Thank you for considering this opportunity to make a difference. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or would like to discuss further.

Warm regards,

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