

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request that a donation be made in memory of my beloved [relationship, e.g., mother, father, friend], [Loved One's Name], who passed away on [date].

In honor of [his/her/their] life and the many ways [he/she/they] touched the lives of others, I believe that a contribution to [specific cause or organization] would be a fitting tribute. [Loved One's Name] was passionate about [briefly describe their connection to the cause or how they supported it], and I know that this donation would mean a great deal to [him/her/them] and to the community.

Please find enclosed a donation of [amount] to be made in [Loved One's Name]'s name. I would appreciate it if you could notify me when the donation has been processed, as well as any acknowledgment you can provide.

Thank you for your assistance in honoring the memory of [Loved One's Name]. Your support means a lot to me and will contribute to a cause that mattered greatly to [him/her/them].

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]