

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. As a valued supporter of [Your Organization's Name], I want to take a moment to express our heartfelt gratitude for your continued commitment to our mission of [briefly describe mission].

This year, we have been able to [mention specific achievements or projects funded by donations], all thanks to generous supporters like you. However, we still face significant challenges, including [describe current need or challenge].

We are reaching out today to ask for your help once again. With a contribution of [suggest a specific amount or range], you can [describe the impact of the donation and how it will help].

Every donation, no matter the size, makes a difference and brings us closer to achieving our goals. Please consider making a gift to help us continue our work.

To donate, you can visit our website at [website URL] or send a check to [mailing address]. If you have any questions or would like to discuss our initiatives further, please don't hesitate to reach out.

Thank you for considering our request. Together, we can create a lasting impact in our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]