

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to share an opportunity to make a significant impact in our community.

At [Your Organization], we are dedicated to [briefly describe your mission and goals]. Over the past [timeframe], we have [mention any achievements or programs that illustrate your impact].

To continue our efforts and expand our reach, we are seeking generous support through donations. Your contribution would directly aid in [explain how the funds will be used, e.g., program expansion, community support, etc.].

We would be grateful for any support you can offer. Attached, you'll find additional information about our organization and the specific programs your donation will help fund.

Thank you for considering our request. We would be thrilled to discuss this further and explore how you can help make a difference.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Website URL, if applicable]