

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

[Recipient's Name]
[Recipient's Title]
[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 express my support for [Organization's Name] and to inform you that I would like to make a gift donation to assist with your ongoing efforts in [specific area or project].

The donation of [specify the item or amount] will be made on [specify the date or timeline for the donation]. I believe this contribution will greatly aid in [describe how the donation will help].

Please let me know if there are any specific procedures you would like me to follow for this donation. I appreciate your work and dedication and am grateful for the opportunity to support the important mission of [Organization's Name].

Thank you for all that you do!

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