

[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 we reflect on [briefly mention the purpose of your organization, e.g., "our mission to provide educational resources to underprivileged children"], we are reminded of the profound impact that our community has made in [specific achievements or milestones].

This year, we are excited to announce [mention a specific program or project that needs funding, e.g., "the launch of our after-school tutoring initiative"]. However, we cannot do this without your generous support. Your past contributions have enabled us to [mention specific impacts of past donations, e.g., "provide scholarships to over 100 students"], and we are incredibly grateful for your continued commitment. We kindly ask for your support once again. A donation of [specific amount or range] will help us [explain how their donation will be used, e.g., "purchase necessary materials and hire qualified tutors"]. Together, we can make a difference in the lives of those who need it most.

To make your contribution, please visit [website link] or send a check made out to [Organization's Name] at the address above. If you have any questions, feel free to reach out at [contact information].

Thank you for considering this opportunity to make a meaningful impact. We truly appreciate your support!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]