

[Your Organization's Letterhead]
[Date]

[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

Subject: Request for Donation to Support [Cause/Project Name]

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission and purpose].

We are reaching out to seek your support for our upcoming initiative [describe the initiative/project], which aims to [explain the goals and impact of the project]. This project will [include specific details about the beneficiaries and expected outcomes].

To make this initiative a success, we are looking for generous contributions from supporters like you. Your donation of [specific amount or "any amount"] will help us [explain how the donation will be used].

As a valued member of our community, your support can make a significant difference. In recognition of your generosity, we would be happy to [mention any recognition or benefits for the donor, if applicable].

We kindly ask you to consider making a donation to help us achieve our goals. Attached to this letter is [any relevant documents, brochures, or donation forms].

Thank you for considering our request. We appreciate your support and look forward to the possibility of partnering with you to make a positive impact in our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization's Name]
[Your Phone Number]
[Your Email Address]
[Website URL]
[Enclosures: if any]