

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

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

Dear [Recipient Name],

I hope this letter finds you in good health and high spirits. I am writing on behalf of [Organization Name], a [type of religious organization, e.g., church, temple, mosque] dedicated to [briefly describe mission and activities, e.g., serving the community, spreading faith, providing support].

As we continue to fulfill our mission, we rely on the generosity of individuals and organizations like yours. We are currently seeking donations to support [specific project, program, or need]. This initiative is vital as it will [explain the impact and benefit of the project/program].

We would be grateful if you could consider making a donation of [specific amount or request] to help us in this important work. Your contribution will directly assist [describe who will benefit or how funds will be used], allowing us to [explain the positive outcomes or community impact].

We sincerely appreciate your consideration of our request. We would be happy to provide any further information or answer any questions you might have regarding our activities and how your support will make a difference.

Thank you for your time and support. We look forward to the possibility of partnering with you in our mission to [restate the mission or goal].

Warm regards,

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