

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to introduce [Your Organization] and to discuss a potential partnership that I believe aligns with [Company Name]'s values and community commitment.

At [Your Organization], we are dedicated to [briefly describe your organization's mission and work]. As we continue to [explain current projects and impact], we are seeking support from community-minded companies like yours to help us achieve our goals.

We would greatly appreciate a corporate donation to support [specific project or initiative]. Your contribution will [explain how the donation will be used and its expected impact]. In recognition of your generosity, we would be pleased to [mention any benefits for the donor, such as publicity or acknowledgment].

I would love the opportunity to discuss this partnership further and explore how we can work together to make a difference. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We look forward to the possibility of partnering with [Company Name] in support of our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]