

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Charity Name], an organization dedicated to [briefly describe your charity's mission or purpose].

We are reaching out to ask for your generous support through donations to help us [explain what the donations will be used for, e.g., provide services, fund programs, etc.]. Your contribution will have a significant impact on our efforts to [describe the specific goals or outcomes].

[Optional: Include a personal story or testimonial related to your cause to emphasize the importance of the donations.]

We would be grateful for any support you can offer, whether it be a monetary donation or contributions of goods and services. [Include details on how they can donate, such as a website link, contact information, or mailing address for checks.]

Thank you for considering this request. Together, we can make a difference in the lives of [mention the group or community served by your charity]. We look forward to the possibility of partnering with you in this vital work.

Warm regards,

[Your Name]
[Your Title/Position]
[Charity Name]