

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

Dear [Recipient's Name],

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

We are currently seeking support from local businesses like yours to help us in our efforts to [specific cause or project]. With the generous support from partners in our community, we have been able to [mention any achievements or impacts your organization has made].

I am reaching out to invite [Recipient's Business Name] to become a vital partner in our mission by considering a donation. Your contribution will help us to [specific ways the donation will be used]. We would be grateful for any amount you can provide, and we would be pleased to recognize your generosity through [mention any promotional opportunities or recognition benefits].

We would love the opportunity to discuss this further and explore how we can work together to make a meaningful impact on our community. Please feel free to contact me at [your phone number] or [your email address] to set up a time for a conversation.

Thank you for considering our request. We appreciate your support and commitment to making a difference.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization's Website (if applicable)]