

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

As the year comes to a close, we reflect on the incredible progress we have made together at [Your Organization's Name]. With your generous support, we have [briefly mention key achievements, e.g., provided resources, supported individuals, etc.]. Your contributions have made a significant impact in our community.

This year, we are setting an ambitious goal to [mention your fundraising goal or project for the upcoming year]. To achieve this, we need your continued support. Your donation will [explain how the funds will be used, e.g., help fund specific programs, support initiatives, etc.].

We invite you to make a tax-deductible contribution to [Your Organization's Name] during our annual fundraising campaign. Every gift, no matter the size, plays a vital role in helping us reach our goals. Please consider making a donation by [include specific instructions on how to donate, e.g., online, by mail, etc.]. Together, we can transform lives and strengthen our community.

Thank you for believing in our mission and for your ongoing support. We look forward to partnering with you for another impactful year ahead!

Warmest regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Website URL]

[Optional: Include a P.S. note with a special message or reminder about deadlines, matching gifts, etc.]