

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. As one of our valued supporters, I wanted to take a moment to express our deepest gratitude for your continued commitment to [Organization Name] and the work we do.

This year, we are excited to share that [briefly describe any accomplishments or upcoming projects]. These initiatives have made a significant impact on [describe the community, cause, or beneficiaries]. However, to sustain this momentum and reach even more individuals in need, we rely on the generosity of supporters like you.

We invite you to make a donation to [specific project or general fund] to help us [explain what the funds will specifically be used for]. Every dollar you contribute will go directly towards [specific outcomes or benefits].

Please consider making a donation of [suggested amount] or any amount that is meaningful to you. You can easily make your donation online at [website link], or by sending a check to [organization's address].

Together, we can continue to make a lasting difference in the lives of those we serve. Thank you for your unwavering support and for believing in our mission.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Phone Number]

[Organization Email Address]

[Organization Website]