

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

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

Dear [Recipient's Name],

I hope this letter finds you well. As a valued member of our community, I am reaching out to share an exciting opportunity to support [brief description of the charity event or cause].

On [date of event], we will be hosting [name of the event] at [venue/location]. This event aims to [describe the purpose of the event and the impact it will have]. We rely on the generosity of individuals like you to help us make a difference.

We would be incredibly grateful for your support through a donation of [specific request, such as monetary contribution, items for auction, etc.]. Your contribution will directly benefit [specific beneficiaries or cause], helping us to [describe the positive outcome or goal].

In recognition of your generosity, we would like to offer [details of recognition or benefits for the donor, if applicable].

Thank you for considering this opportunity to make a meaningful impact in our community. If you have any questions or would like additional information, please feel free to contact me at [your phone number] or [your email address].

Together, we can create positive change and [restate the desired outcome].

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Website URL, if applicable]