

[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. I am reaching out to share our mission at [Your Organization's Name] and to invite you to be a part of our ongoing efforts to [briefly describe mission and impact].

As you may know, [insert a compelling story or recent achievement that highlights the need for support]. This is why we are dedicated to [briefly describe the programs/services you provide].

To continue our work, we are organizing a fundraising campaign and we need your support. Your contribution of [suggest a specific amount or range] will help us [explain what the funds will be used for and the expected outcomes].

We would be incredibly grateful for your generosity. Together, we can make a significant difference in the lives of [describe the beneficiaries of your organization].

Please consider making a donation by [insert instructions for donation]. You can also learn more about our work and how you can help by visiting our website at [website URL].

Thank you for your continued support of [Your Organization's Name]. We couldn't do this important work without compassionate donors like you.

Warmest regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Organization's Website URL]

[Optional: Add a P.S. with a specific call to action or reminder about upcoming events]