

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. At [Your Organization's Name], we are committed to [briefly state your mission or purpose]. As a dedicated volunteer organization, we rely on the generosity of individuals like you to help us [explain what the funds will be used for, e.g., support our programs, assist those in need, etc.].

This year, we are excited to [mention any upcoming projects or initiatives]. These initiatives are designed to [explain the goals and impact of the projects]. However, we need your support to make them a reality.

Your donation will help us [list specific uses for the funds, e.g., provide resources, organize events, etc.]. Every dollar counts and will make a significant difference in our community.

Please consider making a one-time or recurring donation. You can [provide instructions on how to donate, e.g., visit our website, send a check, etc.]. If you prefer, we would be thrilled to arrange a meeting to discuss our work and how you can help further our mission.

Thank you for considering this request. Together, we can [restate the impact of their support].

With gratitude,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Optional: PS]