

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

[Recipient's Name]
[Recipient's Title]

KQED

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a long-time supporter of KQED. I am writing to request your support in [specific purpose, e.g., funding a project, supporting a program, etc.]. KQED has had a significant impact on our community by [briefly describe the impact and value of KQED's work]. As a dedicated listener/viewer, I have personally benefited from [mention specific programs, events, or content that resonates with you].

To continue this essential work, I am asking for your generous contribution of [suggest an amount or support type]. Your support will directly help with [describe how the donation will be used or impact the community].

Thank you for considering this request. I appreciate your commitment to enriching the lives of so many through KQED. I look forward to the possibility of partnering with you to sustain this vital resource.

Warm regards,

[Your Name]
[Your Title/Organization, if applicable]
[Your Position, if applicable]