

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to contribute to [Organization's Name] and to confirm my cash contribution of [amount] to support [specific purpose or initiative]. I believe that [brief statement about the organization's mission or impact], and I am honored to be part of this endeavor. My contribution will assist in [mention how the contribution will be used, if known]. Please let me know if you require any further information or documentation from my side. I am looking forward to seeing the positive impact of our collective efforts.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Title, if applicable]