

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for [Organization Name] and the incredible work you do in [briefly describe the mission or cause].

As a firm believer in the importance of [cause or mission], I am pleased to enclose a donation of [amount] to assist in your ongoing efforts. I admire [specific program or example of impact], and I am eager to see the positive changes your organization continues to bring to our community. Thank you for your dedication and hard work. If there are other ways I can contribute or volunteer, please do not hesitate to let me know.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]