

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Organization]
[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 invaluable work you do in our community. Your commitment to [specific cause or mission] is truly inspiring, and I would like to contribute to your efforts.

Enclosed is a monetary donation of [amount]. I hope this contribution will help further your mission and support the important initiatives you have in place.

Thank you for all that you do. I look forward to seeing the continued impact of your work.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]