

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally present a donation of [amount or item] to [Organization Name].

As someone who values the important work your organization does in [brief description of the organization's mission], I am pleased to support your efforts. My contribution represents my commitment to [specific cause or purpose related to the organization] and I hope it will help further your impactful initiatives.

Please find attached [details about the donation, e.g., the check, details of the item being donated, etc.], and I kindly ask for a receipt for my records.

Thank you for the incredible work you and your team continue to do. I look forward to seeing the positive changes that result from our collaboration.

Warm regards,

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