

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization's Name], a nonprofit dedicated to [briefly describe your organization's mission or purpose]. We are reaching out to seek your support in our initiative [Title of the Initiative], aimed at [describe the goal of the initiative].

**\*\*Introduction\*\***

[Provide a brief overview of your organization, including your mission, vision, and key programs. Mention any notable achievements or recognitions.]

**\*\*Need Statement\*\***

[Explain the specific problem or need that your initiative addresses. Use statistics and anecdotes to illustrate the urgency and importance of the issue.]

**\*\*Project Description\*\***

[Detail your project's goals, objectives, and methodologies. Include timelines and describe who will be involved and how you will measure success.]

**\*\*Budget Overview\*\***

[Present a brief summary of the project budget. Specify how much funding you are requesting and describe how the funds will be allocated.]

**\*\*Conclusion\*\***

[Reiterate the importance of your initiative and express your hope for a partnership. Mention any potential benefits for the donor's organization or community.]

We would greatly appreciate the opportunity to discuss this initiative with you further and explore potential collaboration. Thank you for considering our request for support. We look forward to the possibility of working together to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]