

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request your support for [briefly explain the purpose, e.g., a project, initiative, or cause].

As you may know, [provide a brief background of your organization or initiative and the importance of the cause]. We believe that with your support, we can [explain what the financial assistance will accomplish]. Any contribution you could provide would be greatly appreciated and will go directly towards [specify how the funds will be used]. We are keen to recognize your generosity through [mention any recognition or promotion methods, if applicable].

Thank you for considering our request. I would be happy to discuss this further at your convenience. Please feel free to reach out via [your phone number or email address].

Warm regards,

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