

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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. I am writing to follow up on our recent conversation regarding our donation request for [specific project or cause]. We greatly appreciate your consideration and support of our mission at [Your Organization].

As a reminder, [briefly restate the purpose of the donation and its impact]. Your generous contribution can truly make a difference in the lives of those we serve.

If you have any questions or need further information, please feel free to reach out. We would be delighted to discuss how your support can help us achieve our goals.

Thank you once again for your consideration. We look forward to the possibility of partnering with you to make a positive impact in our community.

Warm regards,

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