

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a nonprofit dedicated to [briefly describe your organization's mission and impact].

As we continue to serve our community, we are reaching out to seek your support in the form of a donation. Your contribution will help us [explain how the donations will be used and the difference it will make]. We would be grateful for any assistance you can provide, whether it be a monetary donation or in-kind support. Our goal is to raise [amount/goal] by [date/period] to [specific purpose].

Thank you for considering our request. We would love the opportunity to discuss this further and share more about our initiatives. Please feel free to contact me at [your phone number] or [your email address].

Warmest regards,

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