

[Non-Profit Logo]
[Organization Name]
[Tagline or Mission Statement]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[Recipient City, State, Zip Code]
Dear [Recipient Name],
[Body of the letter content...]
Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]
[Footer with social media handles and/or alternative contact information]
[Color or graphic motifs that align with the organization's branding]