

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position or relation to the cause, e.g., "a volunteer at XYZ Organization"]. We are dedicated to [briefly describe your organization's mission or project].

We are reaching out to you because [explain the purpose of your request and how it relates to the recipient's situation or past support]. This year, we are focusing on [specific project, event, or need] and we believe that your support could make a tremendous difference.

We kindly request a donation of [specific amount or items needed] to help us [describe how the donation will be used and its impact]. Your contribution will [explain the benefits and importance of the donation to the community or cause].

We appreciate any support you can provide and thank you for considering our request. If you have any questions or need more information, please feel free to contact me at [your phone number or email].

Thank you for your time and generosity.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]