

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

[Recipient's Name]  
[Radio Station Name]  
[Station Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to you on behalf of [Your Organization/Community/Group Name]. We are dedicated to [briefly describe your organization's mission or purpose], and we rely on the generous support of our community to continue our efforts.

We are seeking donations from local radio stations to help us [describe what the funds will be used for, e.g., fund an event, support a community project, etc.]. Given your station's commitment to community service and outreach, we believe that a partnership with [Radio Station Name] would be mutually beneficial.

We would be grateful for any contribution you could provide, whether it be financial support, promotional airtime, or other resources. Every donation will make a significant impact, helping us reach our goal of [insert specific goal or outcome].

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can work together to create positive change in our community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] at your earliest convenience.

Thank you for your support!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Community/Group Name]  
[Your Organization's Website, if applicable]