

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to share some important updates and seek your support through additional donations.

As you may know, [briefly explain the mission of your organization and its impact]. Recently, we have encountered [describe the specific need or challenge that requires additional donations].

To continue our efforts and provide the necessary resources to [explain the beneficiaries or project], we are reaching out to valued supporters like you. A contribution of [suggest a specific amount or mention flexibility] would significantly help us to [describe what the funds will be used for].

We greatly value your previous support and believe that together we can make a meaningful difference. If you are willing and able to help, please visit [provide donation link or instructions].

Thank you for considering this request. Your generosity truly makes an impact. Should you have any questions or need further information, please do not hesitate to reach out.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]