

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Donor's Name]  
[Donor's Title/Position]  
[Donor's Organization (if applicable)]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to request your support through a donation for our upcoming [event/campaign/program].

[Briefly explain the purpose of the donation, the specific project/event, and its importance. Mention any statistics or stories to illustrate the need.]

We are aiming to raise [specific amount] by [deadline] to support [specific goal or project]. Your generous contribution will make a significant impact by [explain how the donation will be used].

[Optional: Mention any past support from the donor and its positive outcomes or share testimonials from beneficiaries if available.]

We would be grateful for any amount you can contribute, and we assure you that it will be used effectively to further our mission. [Mention any incentives such as recognition, tax-deductible status, or community impact.]

Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Thank you for considering our request, and for your ongoing support of [Your Organization].

Warm regards,

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