

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

[Recipient Name]
[Charity Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for the incredible work being done by [Charity Organization Name] in our community.

In light of your commitment to [specific cause or program], I would like to make a donation of [\$Amount] to help further your efforts. I believe that together we can make a significant impact in the lives of those you serve.

Please let me know the best way to proceed with my donation, and if there are any specific needs or projects that would benefit from my contribution.

Thank you for the vital work you do, and I look forward to supporting [Charity Organization Name] in your mission.

Sincerely,

[Your Name]

[Your Signature (if mailing)]