

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

[Opening Paragraph: Introduce your organization and its mission. Briefly explain the purpose of the fundraising letter.]

[Body Paragraph 1: Discuss a specific project, program, or need for funding. Include details about its impact and importance.]

[Body Paragraph 2: Share a story or testimonial that exemplifies the work your organization does and the difference it makes in the community.]

[Call to Action: Clearly state the specific amount you are requesting and how it will be used. Encourage the recipient to contribute.]

[Closing Paragraph: Thank the recipient for their time and consideration. Express your hope for their support and invite them to reach out with any questions.]

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Website URL]