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**[Your Organization's Logo]**
**[Date]**
**[Recipient's Name]**
**[Recipient's Address]**
**[City, State, Zip Code]**
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**Subject: Join Us in Supporting [Cause/Project Name]**
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**Introduction**
- Brief greeting
- Introduce the purpose of the letter
**Story/Background**
- Share a personal story or anecdote related to the cause
- Highlight the impact of previous fundraising efforts
**The Need**
- Explain the current situation and why support is needed
- Provide statistics or facts to illustrate the importance of the cause
**Call to Action**
- Clearly state what you are asking the recipient to do (donate, attend
an event, etc.)
- Provide specific examples of how their contribution will make a
difference
**Details of the Fundraising Effort**
- Describe the fundraising event or campaign (date, location, etc.)
- Mention any key partners or sponsors
**Closing**
- Express gratitude for their past support and consideration
- Encourage them to reach out with questions or for more information
**Sign-Off**
- Sincerely,
- [Your Name]
- [Your Position]
- [Your Organization]
- [Contact Information]
**P.S.**
- Include a compelling postscript to reiterate the urgency or importance
of the cause.
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**[Optional: Include a donation form or details on how to donate
online]**
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