

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

Dear [Donor's Name],

Subject: Request for Support for [Project/Cause Name]

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a nonprofit dedicated to [brief description of your organization's mission].

We are currently seeking support for [specific project or initiative], which aims to [describe the purpose and expected outcome of the project]. [Include a brief story or data that highlights the need for your project].

To successfully achieve our goals, we are requesting a donation of [specific amount or in-kind support] from you. Your contribution will directly impact [describe how the donation will help].

We would be grateful for any support you can provide. Please feel free to reach out to me directly at [your phone number] or [your email] if you have any questions or need further information.

Thank you for considering our request. Together, we can make a difference in the lives of [the community or the specific group you are serving].

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Website URL] (if applicable)