

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to seek your support for our [specific project or initiative], which aims to [briefly describe the purpose and impact of the project].

As you may know, [provide background information about your organization and the need for the project]. We believe that with your generous contribution, we can make a significant difference in the lives of [the community or group you serve].

We are seeking to raise [amount of money] to cover [specific costs or needs related to the project]. Your support will help us [explain how the funds will be used and the impact they will have].

We would be grateful if you could consider making a donation to support our efforts. Any contribution, large or small, will be invaluable and greatly appreciated.

Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or would like more information about our project.

Thank you for considering our request. We truly hope to partner with you in creating a positive change in our community.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]