

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to share an exciting opportunity that will make a significant impact on our community through our [specific project or initiative] at [Your Organization's Name].

As a part of our ongoing commitment to [briefly explain your mission or goals], we are launching a capital campaign to raise [funding goal] to [describe what the funds will be used for, e.g., building a new facility, purchasing equipment, etc.]. This project will allow us to [highlight the benefits and impact of the project].

We believe that with your support, we can [explain how the donor's contribution can help]. In this campaign, we are seeking friends and supporters like you to join us in making a difference.

We would be incredibly grateful if you would consider contributing to our capital campaign with a gift of [specific amount or range, if applicable]. Your generosity will help ensure that [describe the positive outcomes and lasting effects of the project].

To make your donation, please visit [insert donation link or website] or contact us at [phone number/email]. We would love to discuss this exciting project with you further and explore how you can be involved.

Thank you for considering this opportunity to support [Your Organization's Name]. Together, we can achieve great things and create a brighter future for our community.

Warmest regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Your Organization's Website]