

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Charity Organization Name]  
[Charity Address]  
[City, State, ZIP Code]

Dear [Recipient Name/Charity Team],

I hope this letter finds you well. I am writing to express my support for [Charity Organization Name] and the incredible work you do to [briefly describe the mission or purpose of the charity].

I am pleased to enclose a cash donation of [amount] to assist with your ongoing efforts. I believe that together we can make a significant impact in the lives of [specific group or cause the charity serves].

Please let me know if there are any specific programs or initiatives that could benefit from my support. I would love to understand more about how my contribution can help further your valuable mission.

Thank you for all that you do. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]