

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As a valued supporter of [Your Organization's Name], I am reaching out to share some exciting news and to ask for your help.

This year, we are undertaking [brief description of project or initiative], which aims to [describe goals and impact]. However, to bring this vision to life, we need your support.

We invite you to contribute to our fundraising efforts. Your generosity will directly support [specific programs or initiatives], and every dollar raised will bring us closer to achieving our goal of [describe larger mission or objective].

The impact of your donation is profound. With contributions from supporters like you, we can [provide specific examples of what donations will accomplish].

Please consider making a gift of [suggested amount or range], or any amount that is comfortable for you. Your support is crucial to our success and is greatly appreciated.

To donate, you can [provide instructions for how to donate - e.g., visit our website, send a check, etc.]. We are grateful for your continued support, and we hope you will join us in making a difference in our community.

Thank you for considering our appeal. Together, we can [reiterate the impact of their support].

Warm regards,

[Your Name]
[Your Title]
[Your Organization's Name]
[Optional: PS - Include any deadline or matching gift opportunity]