

[Your Non-Profit Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this message finds you well. We at [Your Non-Profit Organization's Name] are committed to [briefly state your mission or purpose]. As part of our efforts, we are reaching out to seek your support in [describe what you need - partnership, sponsorship, etc.].

[Detailed explanation about your organization, its achievements, and the impact it has made in the community. Include specific examples if applicable.]

We believe that with your support, we can [explain how their support will benefit your organization and the community]. We would greatly appreciate the opportunity to discuss this further and explore potential avenues for collaboration.

Thank you for considering our request. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. I look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Title]

[Your Non-Profit Organization's Name]

[Your Phone Number]

[Your Email Address]

[Organization's Website]