

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

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Organization Name], a nonprofit organization dedicated to [brief description of your mission and goals].

As we strive to make a positive impact in our community, we face various challenges that require the support and generosity of individuals like you. This year, we are focusing on [specific project or initiative], which aims to [describe the purpose and importance of the project].

We kindly ask for your support through a donation of [specific amount or items needed]. Your contribution will directly assist in [explain how the donation will be used and the benefits it will bring to the community]. Every donation, no matter the size, makes a difference in helping us achieve our goals. We would be grateful for your support and would love to keep you updated on our progress and impact.

Thank you for considering our request. Together, we can create a brighter future for our community. Please feel free to reach out if you have any questions or need further information.

Warm regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Website (if applicable)]