

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization's Name]. We are dedicated to [briefly describe your nonprofit's mission and the community or cause you serve]. We are reaching out to our valued supporters to request your assistance in continuing our work. This year, we have [mention any accomplishments or programs your organization has achieved recently], and we aim to expand our efforts to [explain any future goals or projects].

To achieve this, we are seeking donations to support [specific programs, initiatives, or needs]. Your generous contribution will make a significant impact in helping us [describe the impact of the donor's potential support].

We invite you to consider making a donation of [suggest specific amounts or leave it open-ended]. Every contribution, no matter the amount, is deeply appreciated and will help us [reiterate the benefit to the community or cause].

Please find enclosed a donation form for your convenience. You can also donate online at [website link] or contact us at [phone number or email] if you have any questions.

Thank you for considering our request. Together, we can make a difference in the lives of [mention the beneficiaries]. We appreciate your support and look forward to the possibility of partnering with you.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website URL]