

[Your Charity's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As an organization dedicated to [briefly state your charity's mission], we are reaching out to compassionate individuals like you to help us continue our vital work in the community.

This year, we have [mention a key achievement or program], which has made a significant impact by [describe the impact]. However, to sustain and expand our efforts, we rely on the generosity of supporters like you.

We are hosting [mention any upcoming event, campaign, or need for donations], and we would greatly appreciate your support. Your contribution of [suggest donation amount or a range] will help us [explain what the donation will achieve].

Please consider making a donation by [explain how to donate, e.g., online, mailing a check, etc.]. Your support will make a real difference in the lives of [mention the beneficiaries].

Thank you for your kindness and generosity. Together, we can [restate the mission or goal].

Warm regards,

[Your Name]

[Your Title]

[Charity's Name]

[Contact Information]

[Website URL]

P.S. Every donation counts, and we are deeply grateful for your support.