

[Your Name]
[Your Position]
[Your Organization]
[Your 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 message finds you well. I am writing to you on behalf of [Your Organization's Name] to share an exciting opportunity to make a meaningful impact in our community.

[Briefly introduce your organization and its mission.]

As we embark on [specific project or initiative], we are seeking the support of generous individuals like you. Your contribution will play a vital role in [explain how the donation will be used and its impact].

We are humbly requesting a donation of [specific amount, if applicable], but any amount you can contribute would be greatly appreciated.

If you are interested in supporting our cause, please feel free to reach out to me directly at [your phone number] or [your email address]. We would be thrilled to discuss this opportunity with you further.

Thank you for considering our request. Together, we can make a difference in the lives of those we serve.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]