

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

Dear [Donor's Name],

I hope this message finds you well. As we approach our upcoming fundraising campaign/event, I wanted to reach out to you to discuss the potential for your generous support.

[Insert a brief paragraph about your organization, its mission, and the impact of donor contributions.]

Your contributions have been instrumental in helping us achieve our goals, and we are truly grateful for your continued support. As we prepare for this year's initiatives, we would love to have you on board once again.

[Detail specific ways in which the donor can contribute, whether through financial support, in-kind donations, or volunteering. Include deadlines if applicable.]

We are eager to collaborate with you and ensure that your contributions make a significant impact. If you have any questions or would like to discuss this further, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for considering our request. We appreciate your support and look forward to working together to make a difference.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]