

[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 [Your Position] at [Your Organization]. We are a nonprofit organization dedicated to [brief description of your mission and work].

We are reaching out to you because we believe that your values align perfectly with our mission. Currently, we are [briefly describe a specific project or need], and we are seeking financial support to make this initiative a success.

With a contribution of [specific dollar amount or range], you can help us [explain what the donation will accomplish]. Your support will directly impact [describe the beneficiaries or community impact].

We would be grateful for any assistance you can provide. If you have any questions or would like more information about our organization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We hope to have the opportunity to partner with you to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Phone Number]

[Your Organization's Website]