

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization] to request your support and consideration for donations towards [briefly explain the cause or project].

At [Your Organization], we are dedicated to [describe your mission and activities related to the cause]. We firmly believe that with your support, we can [explain the impact of the donations].

We are currently seeking donations to help us [details about what the donations will be used for]. A contribution from you would greatly assist us in achieving our goals and making a difference in the community.

We would greatly appreciate any support you can provide. If you agree to contribute, please make checks payable to [Your Organization] and send them to [address]. Additionally, feel free to reach out to me at [phone number] or [email address] if you have any questions or would like further information.

Thank you for considering our request. Together, we can [summarize the vision or impact].

Sincerely,

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