

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Project Name], a [brief description of the organization or project].

We are currently seeking support to help us achieve our goals, and I would like to ask for your consideration in making a donation. Your generous contribution will enable us to [specific purpose of the donation and its impact].

No amount is too small, and every donation makes a difference. We appreciate any support you can provide.

Thank you for considering our request. If you would like further information or wish to discuss this in more detail, please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Project Name]