

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Corporate Donation

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are a [brief description of your organization and its mission].

As we continue our efforts to [specific goal or project], we are reaching out to potential partners who share our commitment to [cause or mission]. We believe that your organization, [Company Name], aligns closely with our values and initiatives.

We would be grateful for your support in the form of a donation to help us [describe what the donation will specifically be used for]. A contribution of [specify amount or type of support needed] would significantly aid us in our endeavor to [describe the impact of the contribution].

In recognition of your contribution, we would be pleased to offer [describe any benefits to the company, such as recognition, advertising opportunities, etc.].

Thank you for considering our request. I would love the opportunity to discuss this further and explore ways we can work together to make a positive impact. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warmest regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Organization Website]