

[Your Name]
[Your Title/Position]
[Your Organization/Charity Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[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/Charity Name], an organization dedicated to [briefly describe your mission and the community you serve]. As we continue our efforts to [specific goals or projects], we are reaching out to generous supporters like you to request your assistance.

We are currently seeking donations to support [specific program or initiative]. Your contribution can make a significant difference in the lives of [describe the beneficiaries/impact].

We would be incredibly grateful for any support you can provide, whether it be a monetary donation, supplies, or any other resources. All donations are tax-deductible, and we will be happy to acknowledge your generosity in our communications and events.

Thank you for considering our request. If you have any questions or would like to discuss how you can help, please feel free to contact me at [your phone number] or [your email address].

Together, we can make a lasting impact.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Charity Name]
[Website, if applicable]