

[Your Name]
[Your Title/Position]
[Charity Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out on behalf of [Charity Name], a [brief description of charity's mission or cause, e.g., "non-profit organization dedicated to providing support and resources to underserved communities"].

As we continue our efforts to [specific goal or program, e.g., "provide educational resources to children in need"], we are seeking generous supporters like you to help us make an impact in the lives of those we serve. This year, we are aiming to raise [specific amount] to [describe specific use of funds, e.g., "purchase school supplies for over 500 children"].

We would be incredibly grateful if you could consider making a donation to our cause. Your support can help us [describe the positive outcomes of the donation, e.g., "ensure that every child has the necessary tools to succeed in their education"].

We would be happy to recognize your contribution through [mention any recognition opportunities, e.g., "social media shout-outs, our monthly newsletter, or at our upcoming events"].

Thank you for considering this opportunity to partner with us in making a difference. If you have any questions, please feel free to reach out to me directly at [your phone number or email].

Warm regards,

[Your Name]
[Your Title/Position]
[Charity Name]