

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. As you may know, at [Your Organization's Name], we are dedicated to [briefly describe your mission and impact].

We are reaching out to you because we believe you share our passion for [specific cause or project]. This year, we are embarking on [describe the specific project or initiative], which aims to [explain the goals and importance of the project].

To make this vision a reality, we need your support. With a contribution of [suggested donation amount or range], you can help us [explain what the donation will achieve].

Every donation, no matter the size, brings us one step closer to [reiterate the goal or impact of the project].

We would be grateful if you could consider making a donation by [specific timeframe, if applicable]. You can donate online at [website link] or by mailing a check to [organization's address].

Thank you for your continued support and for believing in our mission. Together, we can create a lasting impact in our community.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]

[Website URL]