

[Your Non-Profit's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

I hope this message finds you well. As a valued supporter of [Non-Profit Organization Name], you share our commitment to [briefly state mission or cause]. Thanks to your previous support, we have been able to [mention specific achievements or projects funded by donations].

This year, we are excited to announce [describe new program, initiative, or project] that aims to [state goals and impact]. However, to bring this initiative to life, we need your help once again.

We invite you to join us in making a difference by contributing to our upcoming campaign. Your generous donation of [suggested donation amount or range] will directly fund [specific aspect of the project or program]. Together, we can [describe potential benefits to the community or cause]. To make your contribution, please visit [donation link or instructions] or feel free to contact us at [phone number/email] if you have any questions.

Thank you for considering supporting our mission once again. Together, we can continue to create positive change in our community.

With gratitude,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Phone Number]

[Email Address]

[Website URL]

[Optional: P.S. Include a personal touch or additional incentive to donate, such as matching gifts or upcoming events.]