

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Title/Position] at [Your Organization]. We are dedicated to [brief description of your organization's mission and the work you do].

We are reaching out to seek your support in the form of a donation to [specific project or initiative]. This project aims to [outline the goals and significance of the project]. With your generosity, we can [explain the impact of the donation, such as providing resources, reaching more individuals, etc.].

The need for [describe the need being addressed] is immense, and with your help, we can make a significant difference in the lives of those we serve. We humbly ask for your support in the form of a contribution of [specific amount or type of donation].

We would be happy to provide you with further information about our organization and the project should you have any questions or require additional details.

Thank you for considering our request. We greatly appreciate your time and support in helping us achieve our mission.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization]