

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Organization or Company]
[Donor's Address]
[City, State, ZIP Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Project Name], a [brief description of your organization, e.g., non-profit organization dedicated to XYZ]. We are currently seeking support for our upcoming initiative, [describe the initiative or project], which aims to [state the purpose and impact of the initiative]. As you may know, [provide relevant statistics or context about the issue your initiative addresses]. Your contribution would significantly help us in [explain how the donation will be used and the expected outcomes]. We believe that your involvement can make a meaningful difference in [how the donor's contribution aligns with their values or interests]. We are grateful for any support you can provide, whether it be a financial donation or an in-kind contribution.

Thank you for considering our request. I would love the opportunity to discuss this with you further and explore how we can work together to make a positive impact.

Warm regards,

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