

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Charity's Name]
[Charity's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my support for [Charity's Name] and the incredible work you are doing in [briefly describe the mission or impact of the charity]. I believe in the importance of [specific cause or issue related to the charity] and would like to contribute to your efforts.

Please find enclosed my donation of [amount] to support [specific program or initiative, if applicable]. I trust that my contribution will help further your mission and make a positive difference in the community.

If possible, please provide me with a receipt for my donation for tax purposes. I look forward to seeing the continued success of your organization and hope to support your initiatives in the future.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]
[Your Contact Information]