

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name] to seek your support for our ongoing efforts to [briefly describe the mission or purpose of your organization].

As we work towards [specific goals or projects], we are reaching out to compassionate community members and organizations like yours to request a donation that would greatly assist us in [explain how the donation will be used].

Your generous contribution will help us [outline specific benefits or outcomes]. We are committed to making a positive impact and believe that, with your support, we can achieve remarkable results.

We would greatly appreciate any assistance you can provide. Donations can be made via [provide methods for donation, e.g., online, checks, etc.], and all contributions are tax-deductible as we are a [501(c)(3) organization, or relevant tax-exempt status].

Thank you for considering our request. We would be happy to discuss this in further detail or answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address].

Together, we can make a difference!

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization's Name]