

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[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], a nonprofit dedicated to [briefly describe the mission and work of your organization].

As we continue to [explain recent achievements or current initiatives], we face ongoing challenges that require financial support. This is where your generosity can make a significant impact.

We kindly ask for your support through a donation of [suggest a specific amount or type of support]. Your contribution will go directly towards [explain how the donation will be used and the difference it will make]. We truly appreciate any assistance you can offer and invite you to visit our website at [website URL] or contact us at [phone number or email] for further information about our work.

Thank you for considering our request. Together, we can make a difference in the lives of [mention the beneficiaries or community served].

Warm regards,

[Your Name]
[Your Title]
[Your Organization]