

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's 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/Project Name] to share our mission and seek your support.

[Briefly describe your organization and its purpose. Include a specific project or need that requires funding.]

We are striving to [explain what you hope to achieve and how it will impact the community or cause]. To reach our goals, we are looking to raise [amount of money needed] by [deadline date].

Your generous contribution would make a significant difference and help us [mention specific outcomes].

If you are able to support us, please send your donation to [provide donation instructions or a link]. Should you require more details or wish to discuss this further, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We greatly appreciate your support!

Sincerely,

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