

Donation Request Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to you on behalf of [Your Organization Name], an organization dedicated to improving mental health support for individuals in need. Our programs have positively impacted the lives of many individuals struggling with mental health challenges.

As we embark on our next initiative, we are seeking financial assistance to further our efforts in [briefly describe the program or initiative, e.g., providing counseling services, educational workshops, etc.]. We believe that with your support, we can make a significant difference in our community.

We kindly request a donation of [specify amount or type of support] from [Recipient Organization Name]. Your contribution will allow us to [explain how the funds will be used and the impact it will have].

Please find attached our program details and the impact we hope to achieve. We are happy to discuss this partnership in more detail at your convenience.

Thank you for considering our request. Together, we can work towards a future where everyone has access to vital mental health resources.

Warm regards,

[Your Name]

[Your Title]

[Your Organization Name]