

# Request for Charitable Donations

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization's Name], a non-profit organization dedicated to [brief description of your organization's mission and work]. We have been serving the community since [year of establishment] and have made significant strides in [mention achievements].

Every year, we rely on the generosity of individuals and organizations like yours to continue our mission. This year, we are seeking support to [explain the specific purpose of the donation - e.g., fund a project, support a program, etc.]. Your contribution will directly impact the lives of [describe the beneficiaries or community affected].