

Request for Charity Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your support for an initiative close to our hearts here at [Company Name]. We are organizing a [describe charity event, e.g., fundraising event, donation drive] to benefit [insert charity name or cause], and we would love your assistance in making a difference.

The event will take place on [insert date] at [insert location], and our goal is to raise [insert target amount] for [describe how the funds will be used]. Your generous contribution can help us achieve this goal and assist those in need.

We are seeking donations of [mention specific items or monetary contributions] to support this cause. Any assistance you can provide would be greatly appreciated and will be acknowledged during the event.

Thank you for considering our request. Your support means a lot to us and will undoubtedly make a significant impact on the lives of many. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]