

[Your Organization's Name]

[Your Organization's 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 in great spirits. My name is [Your Name], and I am the [Your Position] at [Your Organization's Name], a nonprofit organization dedicated to [Brief Description of Your Organization's Mission].

As we continue our efforts to [specific goals or projects], we are reaching out to compassionate individuals like yourself to request your support through a charitable donation.

Your contribution will directly impact [explain how the donation will aid your cause or beneficiaries]. For example, a donation of [specific amount] can help us [specific use of the funds].

We believe that together we can make a significant difference in the lives of [target audience or beneficiaries]. We would be incredibly grateful for any support you can provide.

Please find enclosed a donation form for your convenience. If you have any questions or need further information, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. Your generosity makes it possible for us to continue our work and helps us achieve our goals.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]