

Request for Corporate Charity Donation

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization], a nonprofit dedicated to [briefly describe your mission and goals]. We are reaching out to seek your support through a charitable donation to further our efforts in [specific project or initiative].

This year, we are focused on [insert details about the project or cause], which aims to [describe the impact and significance of the project]. With your generous support, we aim to [explain how the donation will be used].

Your contribution would not only make a significant difference but also align with your company's commitment to [mention values or mission of the company that align with your cause]. We would be grateful for any amount you can contribute to help us make this project a success.

Thank you for considering our request. We would be happy to provide more information and discuss how your involvement can make a difference. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]