

# [Your Organization Name]

[Your Organization 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 well. I am writing to you on behalf of [Your Organization Name], a nonprofit organization dedicated to [briefly describe your mission and activities].

As we continue our efforts to [describe specific project or program], we are reaching out to our community to request your support. This initiative is crucial in [explain the impact of the project].

We would be immensely grateful if you could consider making a charitable contribution to [specific project or organization]. Your support will directly help us [explain how the contributions will be used].

We would love to acknowledge your generosity in our upcoming events and promotional materials, as well as keep you informed about our progress and impact through newsletters and other communications.

Thank you for considering our request. Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

We look forward to the possibility of partnering with you to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]