

Donation Approval Request for Charity Event

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to request your approval for a donation to support our upcoming charity event, [Event Name], which is scheduled to take place on [Event Date]. The proceeds from this event will go towards [Brief Description of the Charity Cause].

We are seeking a donation of [Specify Amount or Item] to help us achieve our fundraising goals. Your contribution would be greatly appreciated and recognized during the event, which will attract an audience of [Estimate Audience Size or Type].

Thank you for considering our request. We would be happy to provide any additional information needed. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]