

Request for Donation Approval

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request your approval for a donation to support our upcoming community project, [Project Name], aimed at [brief description of project objectives]. This initiative is designed to [explain the benefits of the project and its impact on the community].

We believe that with your generous support, we can make a significant difference in the lives of those in our community. The total estimated cost of this project is [total cost], and we are seeking a contribution of [amount requested].

Enclosed are the detailed project proposal and budget overview for your review. We hope you will consider this request favorably and join us in making a positive impact on our community.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]