

# Donation Approval Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for a donation to support [describe the specific project, program, or initiative]. This initiative aligns perfectly with our mission to [briefly explain your nonprofit's mission].

We believe that with your support, we could make a significant impact in our community by [explain the expected outcomes of the project]. The total amount needed for this project is [insert amount], and we would be grateful for any contribution from [Company/Organization Name].

Enclosed with this letter are details about the project, including budget estimates and timelines. We would greatly appreciate your prompt review and consideration of our request. Should you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request and for your ongoing support of our organization. We look forward to the possibility of collaborating with you to make a difference.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Your Phone Number]

[Your Email Address]