

Donation Approval Request

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request your approval for a donation to support our social service program, [Program Name]. Our program focuses on [brief description of program objectives and target population].

Your generous support will greatly assist us in [describe how the donation will be used, such as providing services, materials, etc.]. We believe that our mission aligns closely with your values and commitment to [mention any shared goals or missions].

Attached to this letter, you will find detailed information about our program, including the funding required and the impact we hope to achieve.

Thank you for considering our request. We look forward to the possibility of partnering with you to make a meaningful difference in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]