

# Fundraising Request for Community Project

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], a community-focused organization dedicated to [briefly describe your mission or purpose]. We are excited to announce our upcoming project, [Project Name], aimed at [briefly describe the purpose of the project and its benefits to the community].

To make this project a success, we are seeking financial support from local businesses and individuals. Our goal is to raise [insert amount] by [insert deadline]. Your contribution will help us [specific uses of the funds].

Thank you for considering our request. We would love the opportunity to discuss this project with you further and explore how we can work together to benefit our community. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a meeting.

Thank you for your support!

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]