

# Local Charity Fundraising Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Organization Name]

[Charity Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request your support for [Charity Organization Name], a local charity dedicated to [brief description of the charity's mission or cause]. Each year, we host a fundraising event that allows us to continue our important work and support our community.

This year, our event, [Event Name], will take place on [Event Date] at [Event Location]. We are seeking donations to help us reach our fundraising goal of [specific monetary goal]. The funds raised will be used for [specific programs or services the money will support].

We're reaching out to you because [reason for choosing the recipient, e.g., previous support, alignment with charity goals]. Your contribution would make a significant impact and help us achieve our mission.

Should you choose to support us, your organization will be recognized in our event materials and during the event.

Thank you for considering our request. We would be grateful for any support you can provide. Please feel free to contact me at [your phone number] or [your email] for further discussion.

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]