

Request for Charity Donation Collection Authorization

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Title/Position]
[Insert Organization/Company Name]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization to conduct a charity donation collection on behalf of [Insert Charity Organization Name]. Our mission is to [briefly explain the mission of the charity], and we are seeking your support to assist us in our fundraising efforts.

We would like to conduct the collection on [Insert Date(s)] at [Insert Location]. We believe that your organization's support in this initiative would not only benefit our cause but also promote community involvement and goodwill.

Please find attached our organization's profile and any additional documentation required for your review. We are happy to comply with any requirements you may have to facilitate this process.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization Name]
[Your Contact Information]
[Your Email Address]