

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Contact Name],

I am writing to you on behalf of [Your Organization] to seek your support for [specific project or cause]. Our organization is dedicated to [briefly describe your mission or purpose], and we believe that with your help, we can make a significant impact in our community.

We are requesting a donation of [specific amount or items] to help us achieve [specific goal]. The funds will be used for [explain how the donation will be used]. Your generous support will not only help us reach our objectives but also inspire others in the community to join our mission.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]