

Support Request Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to seek your support for [describe the purpose or project]. Our organization, [Non-Profit Organization Name], has been committed to [explain mission or goals] for [number of years].

On [specific date], we are launching [project or event], aimed at [describe objective]. We believe that with your support, we can achieve significant impact in our community.

Your contribution will help us [mention specific needs like supplies, funding, etc.]. We welcome any form of support, whether it be financial or in-kind donations.

We would love to discuss this opportunity further and explore ways we can work together. Thank you for considering our request. We appreciate your support in making a difference.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]