

Support Request for [Nonprofit Organization Name]

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Nonprofit Organization Name], an organization dedicated to [brief description of mission and activities]. Our work focuses on [specific initiatives], and we have made significant strides in [mention any achievements or recognition].

To continue our mission and expand our programs, we are seeking support from generous community members and organizations like yours. We are currently working on [briefly describe a specific project or need], which will significantly impact [describe the beneficiaries or community].

Your support would mean a great deal to us, and we would be grateful for any assistance you could provide, whether financially or in-kind. In return, we would be happy to acknowledge your

contribution through [mention any recognition opportunities, such as social media, newsletters, etc.].

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can work together to make a positive impact. Please feel free to reach out to me directly at [your phone number] or [your email] to schedule a meeting.

Warm regards,

[Your Name]

[Your Position]

[Nonprofit Organization Name]