

**Dear [Recipient's Name],**

I hope this message finds you well. As we approach the end of the year, we are reaching out to our valued supporters to request your assistance in making a significant impact.

Your past contributions have played a crucial role in our mission, and we are grateful for your continued support. This year, we are facing an urgent need for funding to ensure that we can effectively deliver our programs and services to those who depend on us.

We kindly ask you to consider making an end-of-year contribution by [specific date]. Your donation will help us [briefly state how the funds will be used and the impact].

Thank you for considering our request. Your generosity can help us make a difference and reach our goals for the coming year.

With appreciation,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]