

Request for Donation to Support Disaster Recovery Efforts

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] in light of the recent [brief description of the disaster], which has significantly affected our community and those in need.

As you may be aware, the aftermath of this disaster has left many families and local businesses struggling to recover. [Your Organization] is dedicated to providing critical support and resources to those affected, including food, shelter, and health services.

We are reaching out to businesses like [Recipient's Company] to request your generous support. Your contribution will not only help us in providing immediate assistance but will also aid in rebuilding the community's future. We are seeking donations of [specific items, funds, services, etc.], which can make a significant difference in the lives of many.

We would be grateful if you would consider making a donation by [specific date]. In return for your generosity, [Your Organization] will recognize your support through our marketing channels, including [mention any promotional benefits, if applicable].

Thank you for your consideration and support during this challenging time. Together, we can make a meaningful impact in our community. If you have any questions or would like more information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]