

# Community Service Donation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name],

I hope this letter finds you well. I am reaching out on behalf of [Organization Name], which is dedicated to providing essential services and support for our senior community members through our Senior Care Program.

In our ongoing effort to improve the lives of seniors in our community, we are seeking donations to help sustain our program. Your generous contribution will go directly towards [specific needs, e.g., meals, activities, medical supplies, etc.], ensuring that our seniors receive the care and support they deserve.

We understand that times can be challenging, but even a small contribution can make a big difference in the lives of our seniors. If you're interested in supporting us, please consider making a donation by [insert donation method, e.g., check, online link, etc.]. All donations are tax-deductible.

Thank you for considering our request. Your support can help enhance the quality of life for many seniors in our community. Should you have any questions or wish to discuss further, please feel free to reach out to me at [your phone number] or [your email].

Warm regards,

[Your Name]

[Your Position]

[Organization Name]