

Request for Donation

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Donor's Name],

I hope this letter finds you well. I am writing on behalf of [Organization Name], a nonprofit organization committed to [briefly describe mission and objectives]. We are dedicated to [explain the specific cause or project the donation will support].

As we strive to make a meaningful impact in our community, we are reaching out to compassionate individuals like you for support. Your generous contribution would be invaluable in helping us achieve our goals and serve those in need.

We would be grateful if you could consider making a donation of [suggested amount or specific need]. Every dollar counts and will directly contribute to [explain how the donation will be used].

Thank you for considering our request. We would love to keep you updated on our progress and invite you to visit our website at [website URL] for more information.

If you have any questions or would like to discuss this further, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your generosity and support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]