

Follow-up on Donation Request

Dear [Donor's Name],

I hope this message finds you well. I wanted to follow up regarding our recent request for support for the [Event Name], scheduled for [Event Date]. As you know, this event is an important opportunity for our community to come together and [briefly state the purpose of the event].

Your support would greatly benefit our efforts in making this event successful. We appreciate any contribution you can make, whether financial or in-kind. Every little bit helps us reach our goal and serve our community better.

If you have any questions or need further information, please feel free to reach out. Thank you for considering our request, and we hope to hear from you soon.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]