

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you on behalf of [Your Charity's Name], a non-profit organization dedicated to [briefly describe the mission or cause].

As you may know, [mention any current initiative or campaign your charity is running]. We are reaching out to compassionate individuals and businesses to seek financial support that will allow us to continue our efforts and make a meaningful impact in our community.

Your generous contribution will help us [describe specific needs or projects funded by donations]. Every donation, no matter the size, brings us one step closer to achieving our goals and making a difference in the lives of those we serve.

We would be grateful if you could consider supporting our cause with a financial donation. Donations can be made through our website at [insert website link] or by mailing a check to [insert mailing address].

Thank you for considering our request. Your support can truly make a difference. If you have any questions or would like to discuss this further, please do not hesitate to contact me at [insert your phone number] or [insert your email address].

Warm regards,

[Your Name]

[Your Position]

[Your Charity's Name]

[Your Contact Information]