

Inquiry for Charitable Donation

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am reaching out on behalf of [Your Organization] to inquire about the possibility of a charitable donation from [Recipient Organization] to support our community initiatives. We are dedicated to [briefly describe your organization's mission and the community needs you address].

We believe that your organization's commitment to community support aligns perfectly with our goals, and a partnership would greatly benefit those we serve. We would be grateful for any assistance you can provide, whether in the form of products, services, or financial support.

If you are interested, I would love the opportunity to discuss this further and explore how we can collaborate for the betterment of our community. Thank you for considering this request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]