

Donation Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Foundation's Name]

[Foundation's Address]

[City, State, Zip Code]

Dear [Foundation's Contact Person],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about potential donation opportunities with [Foundation's Name]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and activities].

We believe that your foundation's commitment to [mention relevant causes or values of the foundation] aligns perfectly with our goals. We would be grateful if you could provide us with information regarding your donation criteria and application process.

Thank you for considering our request. We look forward to the possibility of partnering with [Foundation's Name] to make a meaningful impact in our community.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Organization's Name]