

# Critical Support Request

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Non-Profit Organization Name], where we are dedicated to [briefly describe mission or purpose].

As you may know, [describe current challenge or pressing need]. This situation has created an urgent need for support to continue our vital work in the community.

We are reaching out to you with a critical request for your assistance. Your support would enable us to [explain how the support will directly help the organization or the community]. We believe that together we can make a significant impact in addressing this challenge.

We would be grateful if you could consider a donation of [specific amount or type of support], which will help us [specific use of the funds or support]. Every contribution counts and can help us reach our goals.

Thank you for your consideration and for your continued support of our mission. We would be happy to discuss this request further and explore ways we can work together to make a difference.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]