

# Donation Request for [Local Charity Name]

Date: [Insert Date]

Dear [Donor's Name or Title],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Local Charity Name]. We are dedicated to [briefly describe mission and activities of the charity]. This year, we are working on [describe specific program or project] that aims to [specific goals].

To make this project a success, we are reaching out to our local community and seeking support from generous donors like you. We would be incredibly grateful if you could consider making a donation of [specific amount or items] to help us achieve our goals. Your contribution will directly impact [specific beneficiaries] and help us continue to provide essential services.

If you have any questions or would like more information about our work, please don't hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request; your support means the world to us and those we serve.

Sincerely,

[Your Name]  
[Your Position]  
[Local Charity Name]  
[Charity Address]  
[Charity Website]