

# Donation Request Letter

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Nonprofit Organization Name]. We are dedicated to [brief description of your mission or cause]. As we strive to make a meaningful impact, we rely on the generous support of individuals and organizations like yours.

Today, I am reaching out to request your support in the form of a donation. Your contribution will directly help us [explain how the donation will be used, e.g., fund a specific program, provide resources, etc.].

Please consider making a donation of [specific amount or range] to help us achieve our goals. You can make your donation online at [website link] or send a check to the address listed above.

Thank you for considering our request. We appreciate your commitment to [the cause], and we hope to have the opportunity to partner with you in making a positive change.

Sincerely,

[Your Name]

[Your Position]

[Nonprofit Organization Name]