

Subject: Request for Support for [Charity Name]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Charity Name], a non-profit organization dedicated to [briefly describe the mission or purpose of the charity]. We believe that with your support, we could make a significant impact in our community.

As part of our ongoing efforts to [mention specific projects, initiatives, or events], we are seeking the support of businesses like yours. Your generosity will help us [explain what the funds will be used for, and how it will benefit the community].

We would be grateful if [Recipient's Company] would consider a corporate donation to help us achieve our goals. In exchange, we would be happy to acknowledge your support through [mention any promotional opportunities, like logos on materials, social media mentions, etc.].

Please find attached more information about our organization and the upcoming events. We hope you will consider joining us in making a difference. I would be happy to discuss this further at your convenience.

Thank you for considering this opportunity to support [Charity Name]. We appreciate your time and potential support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]