

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name], an organization dedicated to [briefly describe your mission and the impact of your work].

As we continue to [describe a current project or program], we are seeking support to help us [explain the need for funding and the purpose of the request]. We believe that with your generous contribution, we can [briefly summarize the expected outcomes or benefits of the project].

In appreciation of your support, we would be happy to [mention any recognition, reports, or benefits the donor will receive]. We are truly grateful for your consideration of our request and hope to partner with you in making a difference in our community.

Thank you for taking the time to consider our request. I would be happy to discuss this further at your convenience. Please feel free to reach out to me at [your phone number] or [your email].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]