

# [Your Charity Name]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

Dear [Donor's Name],

We hope this letter finds you in good health and spirits. My name is [Your Name], and I am the [Your Title] at [Your Charity Name]. We are dedicated to [briefly describe your charity's mission and activities].

We are reaching out to explore potential grant opportunities that may support our ongoing initiatives. Currently, we are working on [describe a specific project or program], which aims to [explain the goals and impact of the project].

Your organization's commitment to [mention any relevant connection or previous support] aligns beautifully with our mission. We believe that through collaboration, we can create a positive impact in our community.

We would be grateful for the chance to discuss potential funding opportunities that could help us achieve our goals. I would love to schedule a meeting at your convenience to explore how we can work together to make a difference.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Charity Name]

[Your Phone Number]

[Your Email Address]