

Request for Capital Campaign Funding

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to request your support for our upcoming capital campaign aimed at [briefly describe purpose, e.g., building a new facility, expanding existing services, etc.]. At [Your Organization], we are dedicated to [describe your mission and why the funding is important].

We are seeking to raise [amount of money] to [specific goals of the campaign, e.g., construct a new building, renovate facilities, etc.]. Your generous contribution will directly impact [specific beneficiaries or community impact].