

[Your Name]

[Your Position]

[Your Organization]

[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 message finds you well. I am reaching out today to share an exciting opportunity to support [Organization Name] as we embark on a capital campaign aimed at [briefly describe the purpose of the campaign, e.g., expanding facilities, creating new programs, etc.].

Your generous contributions have made a significant impact in the past, and we believe that with your continued support, we can achieve great things for our community. Our goal for this campaign is [state monetary goal or project details], and we are currently seeking donations to help us reach this milestone.

Thank you for considering this opportunity to invest in our future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]