

Recurring Donation Setup Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in establishing a recurring donation to support the Cultural Arts Program at [Organization Name]. I believe in the importance of fostering artistic expression and cultural appreciation in our community.

I would like to set up an automatic monthly donation of [Insert Amount] starting from [Insert Start Date]. Please let me know the necessary steps to facilitate this request, as well as any additional information you may need from my side.

Thank you for your commitment to enriching our community through the arts. I look forward to your prompt response so we can make this happen.

Sincerely,

[Your Name]