

# Community Service Donation Request

Date: [Insert Date]

[Your Name]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to seek your generous support for our upcoming community service project, [Project Name], which aims to [brief description of the project and its goals].

We are looking for donations to help us achieve our mission. Your support will directly impact our efforts in [describe how donations will be used]. We believe that together, we can make a significant difference in our community.

We would be grateful for any assistance you can provide, whether it be in the form of monetary contributions, supplies, or services. Every little bit helps us reach our goal of [insert goal].

Thank you for considering our request. We would love the opportunity to discuss this matter further and explore ways you can help. Please feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]