

[Your Nonprofit Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Nonprofit Organization's Name], a nonprofit organization dedicated to [brief description of your mission and goals]. We are reaching out to seek your financial support to help further our cause and impact the community.

Over the past [number] years, we have successfully [mention any significant achievements or projects]. However, to continue our work and expand our reach, we require additional funding. Your support will directly contribute to [specific project or initiative].

We are seeking [specific amount or type of support] to [explain how the funds will be used]. Your generosity can make a significant difference in the lives of [describe the beneficiaries of your services].

We would be grateful for the opportunity to discuss this with you further. Please feel free to reach me at [Your Phone Number] or [Your Email Address] to arrange a meeting or if you have any questions.

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization's Name]