

Letter of Request for Charitable Contribution

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Recipient's Title] [Recipient's Organization]

[Organization's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently an intern at [Your Organization/Institution]. As part of our internship program, we are organizing a charitable initiative aimed at [briefly explain the purpose of the initiative, e.g., supporting underprivileged children, environmental conservation, etc.].

We believe that your esteemed organization shares our commitment to [related cause], and we would like to kindly request your support in the form of a charitable contribution. Your generosity would significantly aid in the success of our program and help us make a meaningful impact in our community.

Any contribution, whether it be monetary or in-kind, would be greatly appreciated. In return, we would be delighted to recognize your support through [mention how you will acknowledge their contribution, e.g., social media shoutouts, event banners, etc.].

Thank you for considering our request. We would be grateful for the opportunity to discuss this further. Please feel free to reach out to me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name] [Your Title/Position at Your Organization]