

Request for Donation

[Your Name]

[Your Title]

[Your Organization]

[Your 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 letter finds you well. I am writing to you on behalf of [Your Organization], a dedicated non-profit organization committed to enhancing literacy among children in our community. Our reading program has successfully fostered a love for reading and improved literacy rates among participants.

We are currently seeking support to help us expand our program. Your generous donation will allow us to provide more resources, including books, educational materials, and trained volunteers, to ensure that every child has the opportunity to access quality reading resources. We aim to reach [specific number] of children this year, and your support can make a significant impact.

Please consider making a donation to our reading program. Together, we can inspire a lifelong love for reading in the hearts and minds of our youth.

Thank you for your time and consideration. If you have any questions or would like more information about our program, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]