

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this letter finds you well. We are writing to request your support for [briefly describe the purpose of your organization and the specific project or cause that needs funding].

As a local organization dedicated to [describe mission or service], we strive to [explain how your organization impacts the community]. Our upcoming initiative, [project name], aims to [briefly describe the project objectives and needs].

To successfully carry out this initiative, we are seeking financial contributions of [specific amount or items needed]. Your generous donation will allow us to [explain how the donation will help].

We invite you to become a part of this meaningful endeavor. Together, we can make a lasting difference in our community. If you are interested in supporting our efforts, please feel free to contact us at [your phone number] or [your email address].

Thank you for considering our request. We greatly appreciate your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]