

# Gift Request for Business Donation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Donor's Name or Title],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to kindly request your support through a donation to assist us in [briefly explain the purpose of the request, e.g., upcoming event, community project, etc.].

As you may know, [Your Organization] is dedicated to [describe the mission of your organization]. With the help of generous businesses like yours, we can [explain the impact of their contribution].

We are seeking [specific items or monetary amount] to help us achieve our goals. Your generosity would not only make a significant difference, but it would also enhance your visibility in the community as a supporter of [mention specific cause or community].

We would be more than happy to acknowledge your support through [mention any promotional opportunities, e.g., social media, event banners, newsletters].

Thank you for considering our request. We would greatly appreciate the opportunity to discuss this further. Please feel free to reach out to me directly at [your phone number] or [your email address].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Organization]