

Donation Request for After-School Programs

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], an organization dedicated to providing enriching after-school programs for children in our community.

We believe that every child deserves the opportunity to explore their interests and develop new skills outside of the classroom. Our programs focus on [briefly describe the programs, e.g., tutoring, arts and crafts, sports, etc.], and have positively impacted numerous children in our area.

To continue our efforts and expand our offerings, we are seeking financial support through donations. Your generous contribution will help us cover costs related to materials, facilities, and staff to ensure our programs remain accessible and engaging for all participants.

We would be grateful for any support you could provide. Each dollar makes a meaningful difference in the lives of our children, and we would love to discuss potential partnership opportunities with you further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]