

# Request for Charitable Contribution

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name] and I am the [Your Title] at [Your Organization]. We are a [brief description of your organization and its mission, particularly as it relates to technology].

We are reaching out to seek your support through a charitable contribution. We are currently working on [describe the project or initiative], which aims to [explain the purpose and impact of the initiative]. This project aligns with [Recipient Company's] commitment to [describe how it aligns with the company's values or goals].

Your generous contribution would greatly assist us in [explain how the funds will be used]. We believe that with your support, we can make a significant difference in the lives of [the target beneficiaries].

We would be honored to partner with [Recipient Company] and acknowledge your support in our [mention any means of recognition, such as website, publications, or events]. Please find attached our brochure and a detailed proposal outlining our project.

Thank you for considering our request. I would be happy to discuss this further and answer any questions you might have. I look forward to the opportunity to work together.

Warm regards,

[Your Name]  
[Your Title]

[Your Organization]  
[Contact Information]