

# Request for Charitable Contribution

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this letter finds you well. We are writing to you on behalf of [Theater's Name], a community theater dedicated to enriching our local culture by providing high-quality theatrical productions and educational programs.

This year, we aim to launch a new initiative titled "[Program Name]" which will provide [brief description of program and its benefits]. To bring this vision to life, we are seeking charitable contributions from community-minded individuals and businesses like yours.

Your generous support will enable us to [explain how the funds will be used, e.g., cover production costs, provide scholarships, etc.]. In recognition of your contribution, we would be delighted to feature your name/logo in our promotional materials and announce your support at our events.

We would be grateful for any contribution you can make, and we are happy to provide any additional information or answer any questions you may have. Thank you for considering supporting the arts in our community.

Sincerely,

[Your Name]

[Your Title]

[Theater's Name]

[Contact Information]