

Donation Request for Community Development Projects

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization Name], a non-profit organization dedicated to enhancing community development through [brief description of your organization's mission or activities].

We are currently undertaking a project that aims to [describe the project and its objectives]. We believe that with your support, we can significantly impact our community, particularly [explain the specific benefit to the community].

Therefore, we kindly request a financial donation of [specify amount] from [Agency Name] to help us achieve our goals. Your contribution will directly assist in [explain how the funds will be used].

We would be honored to partner with [Agency Name] in this endeavor, and we are hopeful for your positive consideration of our request. We are happy to provide any further information needed and can meet at your convenience to discuss this matter in detail.

Thank you for your time and consideration. We look forward to the opportunity to work together to build a better community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]