

Request for Donations

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's 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], a local non-profit committed to improving our community through various projects focused on [briefly describe your mission or relevant projects].

We are currently working on an exciting community project that aims to [describe the project and its benefits]. To successfully implement this initiative, we are seeking support from generous businesses in our area. Your company's commitment to community engagement and development makes you an ideal partner for this endeavor.

We kindly ask for your support through a donation of [specific items, services, or monetary amount] that would greatly assist us in realizing this project. In recognition of your generosity, we would be proud to acknowledge your company in our promotional materials and during community events.

Your contribution will not only enhance community welfare but also demonstrate your company's dedication to social responsibility. We would be grateful for the opportunity to discuss this further and explore how we can work together to make a lasting impact in our community.

Thank you for considering our request. I look forward to the possibility of collaborating with [Company's Name] to build a better future for our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]