

# Request for Charitable Contribution

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this letter finds you well. As a dedicated supporter of the performing arts, your contributions have made a significant impact on our community. We are reaching out to invite you to support [Organization Name] in our mission to enrich lives through the arts.

[Organization Name] is committed to [briefly describe the mission and programs of your organization]. This year, we are excited to launch [mention any upcoming events, programs or projects], which will [explain the impact of the initiative].

To make this vision a reality, we kindly ask for your support in the form of a charitable contribution. Your generosity will directly fund [specific use of the funds, e.g., production costs, outreach programs, artist fees], allowing us to continue providing exceptional performances and educational opportunities.

We would be grateful if you could consider a contribution of [suggested amount or range]. However, any amount will be immensely appreciated and will contribute to our mission. In

recognition of your generosity, we would be delighted to [mention any recognition or benefits, such as tickets to performances, promotional opportunities, etc.].

Thank you for considering this request. We would love to discuss this further with you and explore how we can work together to support the performing arts in our community. Please feel free to reach out at [phone number] or [email address].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]