

Request for Charitable Contribution

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe your organization's mission and activities]. As we continue to serve our community, we are seeking support from esteemed companies like [Telecom Company Name] to help us achieve our goals.

We are currently undertaking [briefly describe the specific project or program for which you are seeking support], which aims to [explain the purpose and impact of the project]. Your generous contribution would enable us to [explain how their support will make a difference].

We would be grateful if [Telecom Company Name] would consider a financial contribution to help us reach our objectives. In return, we would be happy to acknowledge your support through our promotional materials, social media, and events, highlighting your commitment to community welfare.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity further. Together, we can make a meaningful impact in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]