

Donation Request for Retirement Community Projects

[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],

I hope this letter finds you well. I am writing to you on behalf of [Organization Name], a nonprofit organization dedicated to enhancing the quality of life for residents of retirement communities through various programs and projects.

We are currently working on a new project aimed at [briefly describe the project, e.g., "creating a garden space that promotes relaxation and social interaction among residents"]. This initiative not only enriches the lives of our seniors but also fosters a sense of community and well-being.

To bring this project to fruition, we are seeking financial support from valued community partners like you. A contribution of [specific amount or range] would help us purchase necessary materials and resources. Your support would make a significant difference in the lives of our residents.

As a valued supporter of our community, your generosity would be recognized through [mention any recognition or benefits to the donor, e.g., "promotional materials, event signage, etc."]. We would be honored to have you as a partner in this important initiative.

Thank you for considering our request. I would be happy to discuss this project with you in more detail and answer any questions you might have. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]