

# Request for Donation

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Position]

[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 non-profit organization dedicated to promoting community engagement through the arts. We are excited to announce our upcoming initiative, [Name of the Art Initiative], aimed at [briefly describe the purpose and goals of the initiative].

We believe that art has the power to transform communities, inspire dialogue, and foster connections among residents. To make this initiative a success, we are seeking financial support from local businesses and community leaders. Your contribution will directly help us [describe what the funds will be used for, e.g., materials, workshops, public exhibitions].

Thank you for considering our request. We truly appreciate any support you can provide. Please feel free to reach out to me at [phone number] or [email address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]