

Request for Donations

Date: [Insert Date]

To: [Cafe/Restaurant Name]

Address: [Cafe/Restaurant Address]

From: [Your Non-Profit Organization Name]

Dear [Owner/Manager's Name],

We hope this letter finds you well. At [Your Non-Profit Organization Name], we are committed to [briefly describe your mission and goals]. As part of our ongoing efforts, we are reaching out to local businesses like yours for support in our initiatives.

Your cafe/restaurant has built a wonderful reputation in our community. We would be grateful if you could consider donating [specific items, services, or a financial contribution] to help us [explain what the donations will be used for, such as a specific event, program, or service].

In return for your generosity, we would be happy to feature your cafe/restaurant in our promotional materials and acknowledge your support during our events. Additionally, your support will help create a positive impact in our community and encourage others to give as well.

Thank you for considering our request. We would be happy to discuss this further at your convenience. Please feel free to contact us at [Your Phone Number] or [Your Email Address]. We truly appreciate your time and support!

Warm regards,

[Your Name]

[Your Position]

[Your Non-Profit Organization Name]

[Your Contact Information]