

Donation Request for Workforce Readiness Training

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], an organization dedicated to empowering individuals with the skills and knowledge necessary for successful employment.

We are currently seeking donations to support our Workforce Readiness Training program, which provides essential training and resources to [specific target audience, e.g., unemployed adults, at-risk youth, etc.]. This program aims to equip participants with vital skills such as resume writing, interview techniques, and workplace etiquette.

With your generous support, we aim to raise [specific amount or goal] to help fund workshops, materials, and mentorship opportunities. Your contributions will make a significant impact in transforming lives and building a more skilled workforce in our community.

Please consider making a donation to support this crucial initiative. Enclosed is our donation form for your convenience. We would be grateful for any amount you can contribute.

Thank you for considering our request. We would be happy to provide any additional information you may need. Together, we can create a brighter future for our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]