

# Donation Request for Charitable Event

Date: [Insert Date]

[Your Name]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Television Station's Name]

[Television Station's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name], a non-profit organization dedicated to [Brief Description of Your Organization's Mission/Goals]. We are excited to announce our upcoming charitable event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to [briefly explain the purpose and the beneficiaries of the event, e.g., raise funds for local families in need, support a specific cause, etc.]. We anticipate a substantial turnout and are committed to making a meaningful impact in our community.

To ensure the success of our event, we are seeking support from esteemed local partners like [Television Station's Name]. We would greatly appreciate any donations such as [specific items, services, or financial contributions you are requesting], which would help us [explain how the donations will be used].

In return for your generous support, we would be happy to acknowledge [Television Station's Name] in our promotional materials and during the event, providing valuable exposure to the community.

Thank you very much for considering our request. We would be thrilled to partner with [Television Station's Name] to make a difference in our community. If you would like more information or to discuss this opportunity further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]