

Letter of Donation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out to you on behalf of [Organization Name], where we strive to provide a safe and enriching after-school environment for our students. We focus on both academic and personal development, and technology is a key aspect of this mission.

We are excited to announce plans for a significant upgrade to our after-school program's technology resources. Our goal is to enhance the learning experience for our students, enabling them to engage with current technologies and gain valuable skills for their future. However, we need your support to make this vision a reality.

We are seeking donations to fund the following upgrades:

- New computers and tablets for student use
- Software licenses for educational programs
- Interactive learning tools and resources

Your generous contribution will directly impact the education and development of our students, allowing them to explore, learn, and grow in an increasingly digital world. We would be truly grateful for your support.

Thank you for considering our request. I would love the opportunity to discuss this matter with you further and explore how we can work together to empower our students. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]