

Donation Request for Alumni Networking Association

[Your Name]
[Your Title/Position]
[Alumni Networking Association Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. As a proud member of our Alumni Networking Association, we are reaching out to you with an opportunity to support our mission of fostering connections among alumni and providing resources for professional development.

Our association is committed to [briefly describe your mission and objectives]. To achieve these goals, we rely on the generous support of our alumni and community partners. This year, we are organizing [describe event/activity], which aims to [mention the purpose/benefit].

We kindly request your financial support in the form of a donation. Your contribution will directly impact our ability to [explain how the donation will be used]. We would be grateful for any amount you can offer, as every dollar makes a difference.

We appreciate your consideration of our request and sincerely hope that you can support us in this endeavor. Should you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for being an integral part of our community and for considering our request for support.

Warm regards,
[Your Name]
[Your Title/Position]
[Alumni Networking Association Name]