

Donation Request for Charity Networking Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Charity Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Charity Organization's Name], a non-profit organization committed to [briefly describe the mission or purpose of the organization].

We are excited to announce our upcoming charity networking event, [Event Name], scheduled for [Date] at [Location]. This event aims to bring together community leaders, businesses, and individuals who are passionate about [cause or purpose of the event].

To make this event a success, we are seeking contributions from generous donors like you. Your support will help us cover event costs such as venue rental, promotional materials, and catering, as well as directly support [specific program or project the donation will benefit].

We would greatly appreciate your consideration of a donation of [specific item or amount] to help us reach our fundraising goals. Every contribution, big or small, makes a significant impact in our efforts to [reiterate mission or goal].

Should you choose to support us, your organization will be recognized at the event and through our marketing materials, showcasing your commitment to [cause].

If you have any questions or need further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address]. Thank you for considering our request, and for your support of [Your Charity Organization].

Sincerely,

[Your Name]

[Your Position]

[Your Charity Organization]