

# Request for Support: Donation to Local Charities

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a local charity dedicated to [brief description of your organization's mission]. As we strive to make a meaningful impact in our community, we are reaching out to logistics companies like [Company Name] for support in our upcoming initiatives.

We are currently seeking assistance in the form of [specific donation request: transportation, logistics support, etc.] to help us [describe the purpose of the donation and how it will support your cause]. Your partnership will not only enhance our efforts but will also positively reflect [Company Name]'s commitment to community engagement.

We would be grateful for any support you can provide, and we are more than happy to acknowledge your generous contribution through our promotional channels and events.

Thank you for considering our request. We would love the opportunity to discuss this further and explore how we can work together to make a difference in our community. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warmest regards,

[Your Name]

[Your Title]

[Your Organization]