

[Company/Organization Name]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Donor's Name]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

Dear [Donor's Name],

We are writing to request your support for our [event/program/cause]. As a [nonprofit organization/charity], we are dedicated to [mission statement/purpose of organization]. Your donation will help us to continue our mission and make a positive impact in our community.

We are seeking a donation of [amount/specific item(s)]. Any amount you can contribute will be greatly appreciated and will go directly towards [event/program/cause].

We understand that there are many worthy causes to support, and we appreciate your consideration of our request. Your donation is tax-deductible as allowed by law. We will provide you with a receipt for your donation upon receipt.

If you have any questions or would like more information about our organization, please do not hesitate to contact us at [phone number/email address].

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

Enclosed: [Include any additional information or materials, such as brochures or flyers about the event/program/cause]

[Include a self-addressed stamped envelope if you would like the donor to return the form to you via mail]

[Include an option to donate online if available]