

# DONATION REQUEST LETTER

Date: \_\_\_\_\_

## RE: DONATION REQUEST

Dear \_\_\_\_\_,

I am writing to you today regarding \_\_\_\_\_ and its mission of \_\_\_\_\_ . I serve as its \_\_\_\_\_ and ask for your contribution today.

Since \_\_\_\_\_, we have accomplished the following:

- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

We are inquiring with community members about \_\_\_\_\_ donations to our mission. We will use the donations primarily for \_\_\_\_\_.

With your help, we are one step closer to meeting our goals.

For more information or to donate to our cause, please get in touch with me directly at the contact information below or visit our website at \_\_\_\_\_. I am also happy to help you determine if your employer matches donations with our organization.

Thank you for your time and consideration,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

