**DONATION REQUEST LETTER**

[SENDER'S NAME]

[SENDER'S STREET ADDRESS]

[SENDER'S CITY, STATE, ZIP]

Date: [DATE]

[RECIPIENT'S NAME]

[RECIPIENT'S STREET ADDRESS]

[RECIPIENT'S CITY, STATE, ZIP]

**RE: DONATION REQUEST**

Dear [RECIPIENT'S NAME],

I am writing to you today regarding [ORGANIZATION'S NAME] and its mission of [MISSION STATEMENT]. I serve as its [TITLE/ROLE] and asking for a contribution from you today.

Since [YEAR], we have accomplished the following:

* [ACCOMPLISHMENT #1]
* [ACCOMPLISHMENT #2]
* [ACCOMPLISHMENT #3]
* [ACCOMPLISHMENT #4]
* [ACCOMPLISHMENT #5]

We are inquiring with community members about [TYPES OF DONATIONS] donations to our mission. We will use the donations primarily for [PRIMARY USE OF DONATIONS].

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 [URL]. I am also happy to help you determine if your employer matches donations with our organization.

Thank you for your time and consideration,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

*Signature*

[SENDER'S NAME]

[SENDER'S PHONE NUMBER]

[SENDER'S E-MAIL]