

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

