[Your Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Institution’s Address]

[City, State ZIP Code]

Dear [Donor’s Name],

Today, I am writing to you on behalf of [Organization's Name], a non-profit organization committed to [insert your organization's mission and goals]. Our objective is to [insert specific purpose and goal specifics].

As you may be aware, [insert a tale or a specific scenario relating to the cause for which you are requesting a donation]. We've been working hard to solve this issue, but we need your support to make a genuine difference. We are dedicated to making a difference in our community at [Organization's Name]. Our goal is to [insert specifics about your goal].

Your prior donations have enabled us to [previous donation outcomes]. However, without ongoing assistance, we may be unable to continue this important job. I cannot emphasize how significant your contribution is to the success of our mission.

I understand you are busy and that your time is precious, and I want to offer my heartfelt appreciation for your attention. Every dollar matters, and your gift will make a significant difference in the lives of the individuals we serve.

We really appreciate your attention and assistance. Thank you for your kindness.

Sincerely,

[Your Name]

[Your Signature]

**\*Note-Please remember that this is an example letter that should be adjusted to the unique company and scenario. It is critical to proofread the letter and ensure that all information is correct and suitable.**