TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Donation Request Letter

Dear **[Name]**,

We here at **[organization’s name]** are excited to announce our upcoming event, **[organization’s mission]**, coming up on **[date]**.

**[In a few sentences, describe the purpose, nature, and impact of the event, including specific activities or special opportunities]**.

As a member of our community, we’d love to invite you to join us! However, we need some extra help to make sure everything goes off without a hitch.

Would you please consider chipping in a donation of **[a specific amount of money, or a specific in-kind good/service]**? With this help, we can ensure that **[explain the specific impact of the requested donation]**.

If you’d like to make a gift, please visit our donation page here: **[if an email, include a direct link]** **[if a physical letter, provide basic instructions for finding your website or sending a check]**. Or, contact us at **[phone number]** to discuss our upcoming event and how you can get involved.

Thank you so much for your support, and we hope to see you soon!

Sincerely,

**[Name]**