TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Request Letter for Church

Dear **[Donor’s Name]**,

As you know, we are **[Church’s Name]** and we are nothing without supporters like you. Thank you for continuing to keep us in your mind and contributing to our community. Every week we offer various services as well as host a number of programs and events to help empower and raise the people around us.

Lately, we’ve been trying to **[talk about the reason why the church is requesting donations, for example: trying to provide clothes for those less fortunate or raising money to have a new youth program]**. This will help our community by **[talk about how specifically is the church going to make a positive impact].**

Would you consider increasing your role in the church and donating **[specific donation amount, in-kind donation, or service]**? We would greatly appreciate any help you can provide, and our community will recognize your generous contribution.

If you’d like to continue this conversation and help us make the world a better place, please don’t hesitate to contact us at **[Phone Number]**  or fill out the attached form. Additionally, our doors are always open and we’d love to talk to you in person at **[Church’s Address]**. **[Church Leader’s Name]**is always available to discuss future steps.

Thank you,

**[Church’s Name]**