TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject**: Donation Request Letter for Animal Shelters

Dear  **[Donor’s Name]**

We are **[animal shelter’s name]** and we have been in operation since **[year of founding]** to help **[types of animals]** who don’t have homes or need medical help. Earlier this year, we **[emotional story about an animal you have saved or found a home for].**

Furry friends like  **[pet names examples]** are looking at shorter, harder lives without organizations like ours. We wish we could give each animal a home, but it’s always a challenge. We need funds for supplies like **[food, medicine, shelter, etc]**  to keep them safe and healthy in the meantime. That’s why we are asking for your help.

With a donation of **[donation amount or resources],** you can help our shelter **[physical impact of the donation, for example: help some kittens get vaccinated or help puppies stay warm for the winter]**. We are able to provide these lovable animals with homes and love because of our community and supporters like you.

If you’d like to help in any way, please don’t hesitate to contact us at **[phone number]** or visit our shelter at **[address]**. Additionally, you can fill out the form we’ve provided. We’d love any help you can provide, and we know  **[pet names examples]** will be grateful.

Thank you,

**[animal shelter’s name]**