TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Donation Request Letter

Dear **[Donor’s name]**,

**[Begin with an emotional appeal. A success story or a narrative that tugs on your donors’ heartstrings hooks your readers. Keep it short, though!]**

Our community/nation/world is facing **[problem(s) your organization is trying to fix]**. While we are actively **[insert current solutions your organization is attempting]**, we need your help to make our efforts go even further!

You can help us [solve the problem you’re trying to fix]. Your support is crucial to our efforts to  **[solve the problem]**.If you’re able, we’d love it if you could make a donation of **[amount]** to help us achieve our mission and **[solve problem]**.

Thank you in advance for your contribution. Your donation will go toward **[insert effort, accomplishment, or project]**.

Here are the ways you can make a donation:

Make a donation online at **[URL to donation page or crowdfunding campaign page]** Call us at **[phone number]**.

Sincerely,

**[Signature of an organizational leader]**

**[Typed name of organizational leader]**

P.S. **[End with an update about an upcoming event, volunteer opportunity, or other information]**