TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Request Letter

Dear **[donor’s name, for more effectiveness, find the business owner or CEO],**

My name is **[Name]** and I am in the **[Position]**  for  **[Organization’s Name].** Our team works hard to support and bring awareness to**[Organization’s Cause]**. Ever since **[Year Of Founding],** our team has been **[Hosting Events, Raising Money]** to help**[Specific Positive Impact Of Your Organization]**.

We are planning something new, so get excited. By **[date]**, we are hoping to launch **[upcoming project or event]** that will bring **[Impact Of Event]** to our community. That is why we are asking for your help.

As a leader of your community and business, you must know how difficult and costly large initiatives like ours can be. With the resources **[corporation’s name]** has and your incredible history of charity work, I know that together we can make a huge difference. **[Bring up a common goal or mission of your organization with the corporation].**

Would you be willing to donate **[specific donation amount, in-kind donation, or service]** to help our cause? We’d be happy to provide **[incentive, for example: we will thank you publicly, put your company’s name on our website or on event literature]**  in exchange to show how much we appreciate your support. If you’d like to begin this partnership, please don’t hesitate to contact us at **[phone number/email].** We have also attached a form and other materials for you to review.

Hope to talk soon,

**[Name]**