## DONATION LETTER

Subject: The show must go on!

Dear **[donor’s name]**,

My name is **[name]** and I work at the **[theatre name]**. For the past **[years]** years, we’ve been putting on productions that showcase our talented actors and actresses and work hard to provide unforgettable experiences for our audience.

Currently, our cast and crew have been practicing and rehearsing to help bring **[new show name]** to life. We are so excited to bring **[show details]** to the community, and we know it’s going to be a special night.

Last year, our biggest production, **[show name]**, brought in **[amount]** attendees in the audience. This year, we hope to bring in even *more* people to our seats. That is why we need your help. With the costs of **[expenses, for example: stage materials, costumes]** piling up, it’s getting harder to put on the show that we’ve all envisioned.

Would you be willing to donate **[donation money amount or other in-kind donations]** to help out our cast and crew? With that small gift, we would be able to **[positive physical impact]**, and bring us so much closer to putting this show on the stage. We would appreciate any help that you can offer.

If you’d like to make a contribution of any kind, please don’t hesitate to contact us at **[phone number]** or to check out our website, **[website URL]**. We have also provided an attached form for you to fill out. Let’s start this conversation. The shows that we put on would not be possible without supporters of the arts like you.

Please, don’t hesitate to visit us!

Thank you,

**[Name]**