TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Letter Template for New Nonprofits

Dear **[name]**,

We’re **[your organization],** a brand new nonprofit organization in your community. We were founded just **[your organization’s age]** ago to help support and lead **[your mission]**  in  **[your city, town, or state].**

We’re reaching out to you as a neighbor with a vested interest in seeing our community thrive. **[Be more specific if you’re writing to a particular audience.]**

But getting a foothold as a new nonprofit is a huge challenge. Raising awareness for our cause and our work is crucial if we’re going to make any kind of long-term impact!

Would you consider making a donation of **[specific amount]** to get us one step closer to our fundraising goal of **[total]**? If we reach this target goal before**[date]**, we’ll be able to **[the specific goal of this campaign, like renting an office space or hosting your first event],** and you can help us get there!

Please visit our donation page here to get started: **[include a direct link]**

Also, please explore our website **[include a direct link]** or follow us on social media **[include a direct link]** to learn more about our mission and the partners who have already joined our cause.

Together we can make a difference in our community! Please reach out to me at **[email address or phone number]** if you have any questions about our organization or how you can get involved.

Thanks, and we hope to hear from you soon!

**[Your name and title]**