## DONATION LETTER

Subject: **[organization’s name]** needs you.

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]**