TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Sub:**  Donation Request Letter

Dear Mr. Goliath,

Feed the Homeless has been supporting the homeless community in Las Vegas since 20XX. Last year, our non-profit organization provided hundreds of thousands of meals to people who are living on our streets. Our organization is 100% supported by generous donors like you.

One of the homeless teens who we fed last week, David, told our volunteers, “If it wasn’t for Feed the Homeless, I wouldn’t know where I would get my next meal. Thank you for bringing us food.”

As the holiday season approaches, we are fundraising for our Holiday Campaign to provide warm meals to the thousands of homeless people in our area who will be living on the streets during the holidays.

We would be grateful if you would continue your generous support of our organization by contributing to our Holiday Campaign. Your gift will go towards purchasing the ingredients, preparing and packaging the food, and distributing the food.

You can donate by calling our offices at (702) 555-1100 or online at www.feedthehomeless.com.

Your donation is 100% tax-deductible. Our 501(c)(3) number is 12345-678910.

Your gift will have an impact of the entire homeless population in Las Vegas. Thank you for your continuing support and consideration.

Sincerely,