TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Sub:** Donation Request Letter

Dear **[Donor's Name]**,

I am writing to you today to ask for your support in a cause that I am deeply passionate about. As you may know, our community is facing a significant challenge, and we need your help to overcome it.

Our organization, **[Name of Organization]**, is dedicated to improving the lives of people in need in our community. We believe that everyone deserves access to basic necessities like food, shelter, and healthcare. Unfortunately, many people in our community do not have access to these things, and we need your help to change that.

Your support can make a significant difference in the lives of those in need. Your donation can provide a hot meal for a hungry child, a safe place to sleep for a homeless family, or life-saving medical care for someone who cannot afford it.

We understand that there are many worthy causes out there, and we are grateful for any contribution you can make. Every dollar count, and your support will be greatly appreciated.

If you are interested in making a donation, please visit our website at **[Website Address]** to make a secure donation online. You can also mail a check to **[Mailing Address],** or contact us at **[Phone Number]** to make a donation over the phone.

Thank you for considering our request for support. Your generosity can make a real difference in the lives of those in need.

Sincerely,

**[Your Name]**

**[Name of Organization]**