TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** **[nonprofit’s name]** needs your help from overseas!

Dear **[sponsor’s name]**,

My name is **[name]**and I work with **[nonprofit’s name]** in **[international location]**. Though you may not have heard of our organization, we have over **[number of staff]** and raise **[yearly fundraising revenue in dollars]** each year to help bring awareness to and support **[nonprofit’s mission]**.

Currently, we are working hard to **[nonprofit goal or upcoming project]** and are in the process of raising money to support it. If we raise **[fundraising goal]**, we will be able to provide **[physical impact coming from donations]**. So far, we are **[amount of money]** away from our goal and hope to reach it with the help of people like you.

Even though you are far away, we know that you can make a difference if you decide to sponsor our organization. With **[specific amount]**, you can help **[nonprofit’s name]** continue to **[specific action nonprofit does]**.

To thank you for your generous contribution and support, **[nonprofit’s name]** would like to offer you **[incentive]** in exchange for your sponsorship.

We would love to discuss a relationship for the future, so please contact us if you’d like to get involved or have any questions about our organization.

Thank you,

**[Nonprofit’s name]**

**[Phone number]**

**[Email]**