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./Mrs. **[Donor’s Name],**

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].** I am so **[grateful for the role you’ve played in pushing our mission forward/grateful for the opportunity to get you involved].**

In the last year alone **[statistic about the need that your organization addresses].** Ever since **[year of founding],** our team has been **[hosting events, raising money]**  to help **[specific positive impact of your organization].**

Our team is planning **[something new/a fantastic event]**, so get excited. By **[date],** we are launching **[upcoming project or event]**  that will bring **[impact of event]**  to our community. In order to make this event a true triumph, we want to ask for your help.

As a **[business leader/community leader],** you know how costly large initiatives like ours can be. With your connections, resources, and incredible history of charity work, I know that together we can make a huge difference. Would you be willing to donate  **[specific item, service, or experience donation]** to help our cause? To show how much we appreciate your support, we’d be happy to provide **[incentive].**

**[Organization name]**  would also love to have you at the event! Registration can be found here **[link to register]** or you can reach out to me by **[phone or email]**. Attached is silent auction donation form for you to review. I would be happy to provide you with more information about how you can support our work at **[Organization name]** Please don’t hesitate to contact me at **[phone or email]**

Hope to talk soon,

**[name]**