**Sample 1 -** [**Donation Request Letter**](https://www.sample-resignation-letters.com/writing-a-donation-request-letter-with-sample.html)

Name of Person Requesting a Donation  
Name of Organization   
Address of Organization  
City, State, Zip Code  
  
DATE  
  
Name of Recipient  
Address of Recipient  
City, State, Zip Code  
  
Dear Name of Recipient,  
  
I am currently a junior studying at Angelo High School in Atlanta, Georgia. As a requirement for the language portion of my studies I chose to study Chinese. With the help of my Chinese Language group I found an opportunity to study abroad in Chengdu, China this summer. In this study abroad summer program in Chengdu, China I will learn the Chinese language and also volunteer with orphaned children.   
  
The reason for this letter to you is for me to gain your support with the travel portion of this unique experience. I am asking for small donations. My goal is to raise $1500 which will pay for my flight and also a small portion is given to the orphanage. This small donation aids over 100 children in their daily living - from eating to providing clothing.   
  
Thank you for taking the time to read and respond to this letter. I look forward to hearing from you soon. You may reach me at 555-382-XXXX or Name@gmail.com.   
  
Sincerely,   
Signature of Name of Person Requesting  
Name printed  
List of Enclosures such as an envelope or brochure