# **Donation Request Letter**

Recipient address:

Dear (Name of the recipient),

I have been a supporter of (charity's name), because of the significant contribution it has made to our community. Without (charity's name), these (number) of people in our community would not have the access to the (type of services the charity provides). They really need to effectively cope with the problem.

It is becoming increasingly difficult for the organization to continue provide their excellent services to them. The reason behind this is due to the increasing costs and the current economic environment. That's the reason why I'm contacting you. I feel strongly about the (charity's name)'s work that I'm reaching out to my (the contacts) to request this financial support for the organization.

Any amount you offer will be put to good use. Your financial help will help the organization to continue providing assistance to all the needy people of the community. Please send your donation amount in the enclosed envelope. You can visit the website for further information about the (charity's name). Thank you in advance for your kind gesture towards our organization.

Sincerely,

- (Name)

(Charity supporter)