**DONATION LETTER SAMPLE**

Your Name

Street Address

City, ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ZIP Code

Dear (Recipient Name)

( ) is a social service agency in this country serving the needs of Families at Risk. We recently purchased a property but it needs major repairs and renovations to comply with the city building code.

Your company can help us by providing funds in the form of a grant or by donating goods and services. A copy of our tax-exempt certificate is attached.

Thank you in advance for your support.

Sincerely,

Your Name

Title