Subject: Help us build a new [church building name] for our community!

Dear [donor’s name],

My name is [name] and I am a part of the community of [church’s name]. Recently, we have been working hard to [explain what needs repairing or building for the church]. [Explain why this project is urgent, for example: the building is supposed to be ready by a certain date, or you’re so close to your fundraising goal to finish construction].

Our community is looking forward to [creating or repairing] a place where we can all come together. We would really appreciate your support and that is why we are writing to you today. Would you be willing to donate [specific donation amount or in-kind donation or volunteer activity]? With your generous help, we’d be able to [explain specific positive impact the donation will bring]. Together we can reach our goal and bring [church building name] to life!

I’d like to thank you for any help you’d be able to offer. We’re so excited to get started and [details of the church project]. If you’d like to donate, please contact me at [phone number/email] or fill out the attached form and come by the church at [address]. I would love to start this relationship with you and begin the conversation.

Hope to see you soon,

[Name]