Subject: Come and help out the residents of [old age home’s name]!

Dear [donor’s name],

My name is [name] and I am on the [position/connection to old age home] for [retirement home’s name]. We support over [number] of elderly folk, some who have families and some who don’t. Ever since [year of creation], we’ve tried to help our older individuals be comfortable and engage with others in various activities. [Talk about a specific resident and how your old age home has helped them].

From day-to-day care, healthy meals, medical attention, and community programs, [old age home’s name] strives to create the best environment for our elderly to thrive in. However, the costs of looking after all these people can start to add up, especially since many of them don’t have any outside family. [Old age home’s name] is proud to be a family to all residents and community members.

Currently, we have a shortage in [medical supplies, resources, etc.]. Would you be willing to donate [donation amount or in-kind donation or volunteer service time]? With your help, we’d be able to [positive impact on surrounding community and elderly residents].

If you’d like to make a gift, please contact our office at [phone number] or stop by the home. We can start talking about how you can best help. We have also attached a form to fill out for convenience. The elders of [old age home’s name] are so appreciative.

Thank you so much,

[Name]