

DONATION REQUEST LETTER

DATE

[Donor's Name]

[Donor's Street Address]

[Donor's City, State, and Zip Code]

RE: Request for donation

Dear [recepient's last name]

It is with great enthusiasm, we are writing this letter to humbly request a donation of [describe you donation you want-money, supplies, etc.] to support our [specify a thing to be supported eg. a mission to save rare species in the sea, etc.]

At [name of your organization] we strive to [your main activities/mission/ goal etc]

Although we have made great progress toward our mission to [state the mission] as we have recently archived [mention/list your recent achievement] your donation will enable us to accomplish the following.

- task 1
- task 2
- task 3
- etc

Kindly contact me through [email] or [mobile] if you have any questions. I will be more than happy to share with you additional useful insights on how you can support our vision to [your vision].

Here are the ways you can make your donation

1. First way
2. Second way
3. etc.

We are grateful for your contribution and look forward to continuing our relationship with you.

Sincerely