

Your Organization's Letterhead

Month Day, Year

First Name Last Name

Street Address

City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name:

XYZ Organization can only achieve its goals with the assistance of generous donations from members of our community. Without these donations, serving those in our area would not be possible.

Since our organization relies on the generosity of individuals like you, we write to ask you to consider a donation to our cause. A donor envelope is enclosed for your convenience. We hope that you will help support our efforts.

Thank you in advance for your generosity.

Sincerely,

Insert Your Signature

Typed Name of Signer