

Preliminary Donation Request Letter

Subject: Inquiry About Potential Donation Support

Dear [Donor Name],

I am contacting you on behalf of [Organization Name] to explore your interest in supporting our upcoming [Project/Event]. At this stage, we are gathering potential partners and would like to understand your capacity and guidelines for donations.

Your support would greatly enhance our ability to [Impact Statement]. We would be happy to provide more details upon your request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Position]

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