

Formal Donation Request Letter

Subject: Support Our Cause: [Non-Profit Organization Name]

Dear [Donor's Name],

I am reaching out on behalf of [Non-Profit Organization Name], an organization committed to [briefly describe mission, e.g., improving literacy among children]. We are currently seeking support for our upcoming project, [Project Name], aimed at [specific goal].

Your generous donation will help us [specific impact, e.g., provide books to 500 children]. We would be grateful for your contribution and are happy to provide recognition on our website and social media platforms.

Thank you for considering our request and for your commitment to making a positive difference.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]

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