[Your Organization Name]

[Date]

[Your Organization Address]
[Your Organization Phone Number]
[Your Organization Email Address]
[Your Organization Website]

Support Our Mission By Contributing To [Organization Name]'s Annual Fund

Dear [Donor Name],

Your generosity has been instrumental in allowing us to [highlight a key achievement or success from the past year].

Our annual fund is the cornerstone of our ability to [briefly state the organization's mission]. It supports ongoing programs, maintains our facilities, and ensures our dedicated team can continue their vital work. Your gift to our annual fund gives us the flexibility to address our needs as they arise, including [mention 2-3 examples of how you use your annual fund, e.g., building maintenance, staff training, program supplies].

Your support of our annual fund directly contributes to:

- [Goal or benefit, e.g. Sustaining Core Programs]: [Brief description, e.g. Ensure we can provide vital services.]
- [Goal or benefit, e.g. Operational Excellence]: [Brief description.]
- [Goal or benefit, e.g. Strategic Growth]: [Brief description.]

This past year, we were able to [share a heartwarming success story or measurable impact statistic] thanks to supporters like you. Looking ahead, we plan to [outline a future plan or initiative].

We're asking you to contribute to our annual fund. A gift of [suggest a specific amount] can help us [explain the specific impact of that amount].

You can make a secure online donation at [Annual Fund Donation Page] or send a check payable to [Organization Name] to [Mailing Address].

We are deeply grateful for your commitment to [Organization Name]. Your support helps us serve our community and advance our mission.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]