[Your Organization Name]

[Date]

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

Help [Organization] [brief description of organization's goals, e.g. "feed our community"]

Dear [Donor Name],

At [Organization Name], we are committed to [state a core value or belief related to your mission] and have seen firsthand the positive impact of our work in [mention a specific area of impact with an example].

The support of engaged, compassionate people like you is essential to help us continue this important work. A financial contribution will help us [explain what their donation will achieve in a straightforward manner].

We are working towards [state a specific, achievable goal] and your contribution will play a vital role in reaching it. A gift of [suggest a specific amount] can make a tangible difference by [explain the impact of that amount in a clear and concise way].

We invite you to join us in supporting [reiterate your mission] by making a donation today. You can easily contribute online at [link to donation page] or by mailing a check to [mailing address].

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]