

Date
Name
School
Street
City, State ZIP

Dear Name,

[Begin with emotional appeal or success story to pull the reader in. Try to make this as personal as possible].

There are [insert problem that you're trying to solve]. While we already [insert solutions that you're currently undertaking], we need your help to accomplish [new solution].

You can help [insert your mission or project]. Your support is key in solving this problem.

Would you consider donating [money or goods] to help us achieve our mission?

We thank you in advance for your support! Your donation is greatly appreciated and will be used to [insert accomplishment]. You can either donate online at [URL], call us at [phone number], or send a check in the pre-stamped envelope included in your letter.

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader

P.S. [Include a statement about upcoming events, deadlines, or other information].