Your Name,

Your Address.

E.g. Catherine Doe,

Utah

Date (Day Month Year) or (Month, Day Year)

E.g. 17 November 1989 (or) November, 17 1989

Name (With Salutation Mr/Ms/Mrs),

Designation,

Address

E.g. Mrs. Laurie Montgomery,

CEO,

Seatco Group of Companies,

Utah, USA.

Dear (Salutation) (Last Name),

E.g. Dear Mrs. Montgomery,

Introduction about yourself- Your Name, Your organization or the organization you represent. The nature of work done in the place

Write in clear terms what you expect from the receiver. Write what advantages the giver might have. Explain what kind of donation is required. Enclose any documents to prove the existence of the organization or any other necessary documents.

Sincerely thank the person in advance for their time.

Closing should be done with “Sincerely” or “Best Regards”

Signature with designation if any

E.g. Katherine Doe,

In charge

If there are enclosures they need to be mentioned at the end stating the number.

E.g. Enclosures (1)