Name of Organization

Address of the Organization

Date

Name of the Recipient

Address of the Recipient

Dear Mr. /Ms. (Last Name),

**First Paragraph**: State the purpose of your writing the letter and the aim of your organization.

**Second Paragraph**: Give a brief introduction about your organization and the kind of work you do there.  Also, clearly state for what purpose you are seeking the donation.

**Final Paragraph**: Make your request for donation/time/charity.  Thank the reader for the time and effort spared to read the letter.

Thanking you,

Sincerely,

Name of the Sender