**Sample Professional donation letter**

Katherine Jones

52nd Avenue

Kansas, Missouri 56325

27th April 2010

Robert Brown

C.E.O.

Civic Pvt. Ltd

Kansas, Missouri 56329

Dear Mr. Robert

I am Katherine. I am part of Red Cross Society, which is a social service organization. We at our end make sure that we reach out to all those people who are in need and try to help them in every possible way. We have recently bought a house for the homeless. The problem is that it is a very old house and requires major repair.

I am approaching you and your company to help us out as I have heard that you have done a lot for another such organization. I am hoping that we get some help from your end to make lives better for many homeless people.

Thank you so much for considering reading this letter. You can contact me on the above-mentioned number.

Yours sincerely

Katherine Jones

(Signature)