(Sender’s Name)

(Sender’s Address)

Date

(Recepient’s Name)

(Recepient’s Address)

Dear Mr./Ms. (Name),

Warm greetings!

I am a representative of (Name of group or organization), an organization that was established in (date).  Our organization aims to (group’s objective/s).  At present, we now have 1,000 members across the country.

On (date of activity), we will be holding a (name of activity) which aims to help needy families in poor countries.  As a non-stock, non-profit, non-government organization, we are financially constrained to pursue the activity without the generous help of individuals and other organizations.  In this regard, we would like to solicit any financial or material support from your good office to help offset the expenses of the said activity.  Any support you extend to us will be a great contribution to the success of the activity and will be highly appreciated by our group and our beneficiaries.

For more information, please contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you.  We hope you join us in this meaningful endeavor.

Sincerely,

Your Name and Signature