From,

Mr James,

Hand of God NGO,

Budapest

To,

Mr Jonathan,

Help the Poor NGO,

Budapest

Dear Mr Jonathan,

This letter is an appeal on behalf of the Hand of God NGO for your support and charity. Our NGO, Hand of God NGO, is organising an event of providing elementary education to the street children. Our NGO works for the benefit of the children and helps them get oriented in their lives. We are aware that your NGO has been a veteran in this field and has been doing the task of helping the poor for a long period of time.

It is the first time that our NGO has been organising such a big event and we need proper guidance and support from an organisation like yours. We are also in need of substantial funds for the success of this event and we hope that your NGO shall heed to this appeal. We are hoping for a favourable and quick response from your side. Thanking you in anticipation,

Yours sincerely,

Mr James