# **Donation Request Letter**

Dear [Recipient's Name]:

As you know, [name of organization] has been providing much needed services to needy individual’s right here in our local community for [number] of years. Each year, the number of people whose lives are affected by [issue] increases, and our services are needed more and more. It is our mission to provide assistance to every individual living with [issue] in our community.

At [name of organization], we cannot stand the thought of turning away individuals who need our services simply because we do not have room to accommodate them. Because of the increasing need for assistance in the local area, [name of organization] has committed to expanding our facility so that we may fully serve the needs of our community's citizens who are impacted by [issue].

In order to fulfill our mission, we need more space. To get the space we need to serve the community fully, we need your help. Please consider making a donation to the [name of organization] building fund. All monies raised will be used to secure land and fund construction for our new facility. With this new space, we'll be able to serve [number] more people each year, which will have a residual positive impact on the community as a whole.

*Envelope, so we may expand our outreach and make sure that no one affected by [issue] is left out.*

*Sincerely,*

*[You’re Name Here]*

*Silent Auction Coordinator*