# **Donation Request Letter**

Date:

Address of the recipient:

Dear Mr. / Mrs. (Donor's name)

I am writing this letter on behalf (name of the organization) which started five years ago by (mention the name of the person who started the organization). State the goals and aims of the organization (for example if it aims for imparting education to the children of the slums or the outskirts of the city and have no access to education).

Usually the (here mention to whom the organization target most, be it children, old or other under privileged people). We have taken the responsibility (write here the responsibilities you have undertaken to fulfill the goal of the organization). Our organization has achieved (mention what the organization achieved since it started, for instance the organization has achieved a measurable success in the last few years for educating about thousands of children). To expand our program and help the needy people, we request you make some monetary contribution to the organization. To carry forward our ambitious projects to make our country a better place, we request you to help us financially. Any amount of monetary donations is welcome and we will be highly honored and obliged for the support you have offered.

Thank you for considering our letter and giving us some of your precious time. If you have any queries, please contact us in the given email id and the address mention at the end of this letter. (Give the proper email id and the address along with the contact number and timing when they can contact you).

Thank you,

- (Signature)

(Your Full name)

General sample letter request for donation is given below:

Date: