Date

Your Name  
Your Organization’s Name  
Street  
City, State ZIP

Dear [Name of Donor],

[Start with your mission statement, then tell a heartfelt story about what you've achieved (or hope to achieve) with the recipient's donation. Keep it simple and specific.]

While we are fixing [insert problem your organization is attempting to help solve], we need your help to go the distance!

If you’re able, we’d love it if you could make a donation of to help us achieve our mission by [describe solutions you're attempting to implement].

Thank you in advance. If you you'd like to make a difference by helping [Organization Name], here are ways to donate:

[Use any or all of these options]  
— Make a donation online at [donation page]  
— Call us at [phone number]  
— Send a check in the pre-stamped envelope we’ve included  
— Text [keyword] to [text-to-give phone number]

Thank you again!  
Sincerely,

[Signature of an organizational leader]  
[Typed name of organizational leader]