General Donation Request Letter

Date

Your Name

Your Organization’s Name (when applicable) Street

City, State ZIP

Dear [Donor’s Name],

My name is [your name] and I am [describe your position/situation/background]. I am looking to raise.

[amount of money] to help me pay for [project/expense/cause/etc.].

[Include information about why the cause or project is important to you and how it could potentially impact.

the reader or those you serve].

I am writing to you to ask you to support me and my [cause/project/etc.]. Just a small donation of

[amount] can help me [accomplish task/reach a goal/etc.]

Your donation will go toward [describe exactly what the contribution will be used for].

[When possible, add a personal connection to tie the donor to the cause. For example, if you are raising.

money to help build a school in a developing country and you are writing to a teacher, emphasize the fact that everyone deserves a quality education].

Thank you in advance for your contribution. You have no idea how much it means to me to have your support.

Here are the ways you can donate:

* Donate online at [URL of your crowdfunding campaign]
* Send a check in the pre-stamped envelope I have included (no cash, please!)
* Come to my fundraising event on [date] at [location] [when applicable]

Thank you again!

Sincerely,

[Signature of author] [Typed name of author]