Corporate Donation Request Letter

Date

Your Name

Your Organization’s Name (when applicable) Street

City, State ZIP

Dear [Business Owner/CEO/Manager of Corporate Social Responsibility],

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, the company, or the community].

I am writing to you to ask you to support me and my [cause/project/etc.]. Would you be willing to

contribute [amount] to help me [accomplish task/reach a goal/etc.]?

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

As a token of my appreciation, I will [offer incentive to the company].

If you would like to speak further about my [cause/project/event/etc.], feel free to reach out to me at [phone]

number] or [email address]. I would love to answer any questions you have and give you more information. Thank you in advance for your contribution. You have no idea how much it means to me to have your

support.

If you would like, you can send a donation to [address] or contact me to set up another donation method.

Thank you again!

Sincerely,

[Signature of author]

[Typed name of author]