**DONATION REQUEST LETTER**

[DATE]

Dear [RECIPIENT NAME],

I am [YOUR NAME], [POSITION] of [YOUR COMPANY NAME] who [DETAIL]. We will be holding the [PROJECT NAME] for the benefit of [BENEFITS].

This event is only possible through the generous funding we receive from all of you who support our cause for [DETAIL 1]. We are hopeful that you would join us in funding for the project. You can do so and donate online at [YOUR COMPANY WEBSITE URL] or send your donations to account number [NUMBER].

We highly appreciate your support in making [DETAIL 2]. If you have any additional questions and queries regarding [PROJECT NAME], please feel free to contact me through [YOUR PHONE NUMBER].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]