**DONATION REQUEST TEMPLATE**

[DATE]

Dear [RECIPIENT NAME],

My name is [YOUR NAME], [YOUR DESIGNATION] of [YOUR COMPANY NAME]. We will be holding our event on [DATE 1] for the [PURPOSE].

A minimal donation of $ [NUMBER] will go a very long way to [DETAIL].

You can enclose your contribution to the attached self-addressed envelope or donate online at [YOUR COMPANY WEBSITE URL].

On behalf of our organization, I would like to thank you in advance for your support for our event.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]