From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject:  (Mention the purpose of writing the letter)

Dear \_\_\_\_ (Sir or Madam),

I am a member of the organization named\_\_\_\_\_\_\_\_ (name of the organization) and  I am writing this letter on behalf of the members for seeking donation for \_\_\_\_\_\_\_\_\_\_(mention the cause of the donation).

The money will be used for the \_\_\_\_\_\_\_ drive (mention the campaign and details). This drive would be held on \_\_\_\_(mention the date) at \_\_\_\_\_(mention the venue). We would be thankful if you could contribute.

Thanks and Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name