### horizontal line**Donation Request Letter for Trust**

[Your Name]  
[Your Position (if applicable)]  
[Your Organization's Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Trust Name/Trustee’s Name]  
[Trust's Address]  
[City, State, Zip Code]

### Subject: Request for Donation from [Trust Name] for [Specific Cause/Project]

Dear [Trustee’s Name/Board of Trustees],

#### **Introduction:**

I am [Your Name], representing [Your Organization], a non-profit organization dedicated to [briefly describe your mission or cause]. We are reaching out to [Trust Name] to request support for our upcoming initiative, [name of the project/cause].

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#### **Purpose:**

The project aims to [explain the specific purpose, such as “improve educational opportunities,” “provide healthcare support,” etc.]. We believe this aligns with [Trust’s Name]’s vision and mission of [mention the trust’s core objectives, if known].

#### **Details of the Project/Cause:**

* **[Detail 1]:** [Specific action or event, e.g., "Offering free health check-ups to 1,000 people in underserved communities"]
* **[Detail 2]:** [Key dates, locations, or involved resources, e.g., "The initiative is planned from November 1st to 30th"]
* **[Detail 3]:** [Supporting details or rationale, e.g., "This effort will help enhance the quality of life for many families."]

#### **Request for Support:**

We kindly request a donation of [specific amount/resources]. Your contribution will play a vital role in [specific benefit].

#### **Conclusion:**

We sincerely appreciate your consideration. If you require more information, please do not hesitate to contact me.

**Sincerely,**[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]