
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].

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]