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# Non-Profit Donation Request Letter

[Your Name]

[Your Position]

[Your Nonprofit's Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Subject: Request for Donation to [Non-Profit's Cause/Project]

Dear [Donor's Name],

**Introduction:**

I am [Your Name], representing [Your Non-Profit's Name], a 501(c)(3) organization dedicated to [describe your cause]. We are seeking your support for our upcoming [project/event/cause].

**Purpose:**

Our initiative focuses on [explain the specific purpose, such as "providing shelter for the homeless," "delivering food to low-income families," etc.].

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

- **[Detail 1]:** [Specific action or event, e.g., "Delivering 5,000 meals"]
- **[Detail 2]:** [Key dates, locations, or involved resources, e.g., "The food drive will run from December 1st to 15th"]
- **[Detail 3]:** [Supporting details or rationale, e.g., "This initiative will bring comfort to many families in need."]

### **Request for Support:**

We would greatly appreciate any donation of [specific amount/resources]. Your generosity will help us make a significant impact.

### **Conclusion:**

Thank you for considering our request. Your support means everything to those we serve.

**Sincerely,**

[Your Name]

[Your Position]

[Your Non-Profit's Name]

[Contact Information]