<<o\_Organization\_Name>>

<<o\_Mail\_Address>>

<<g\_Date>>

<<c\_Mail\_Address>>

Dear <<c\_virtual\_Letter\_Salutation>>,

<<o\_Organization\_Name>> is a 501(c)(3) nonprofit organization who is devoted to making a difference in the community. We **[Insert explanation of what you do]**.

We ask that you consider supporting our cause. This year our campaign's goal is **[Insert your fundraising goal]**. We rely on the support of generous donors like you to reach this goal. Funds from the campaign will be used to **[Insert specific description of how funds will be used]**.

Your donation will be acknowledged in several ways. **[Insert description of how you will acknowledge donation]**, and will help ensure the success **[Insert program]**.

We thank you for your consideration of our request, and look forward to hearing from you in the near future.

Sincerely,

**[Insert Executive Director’s name]**

Executive Director

<<o\_Organization\_Name>>