**Your Letterhead**

October 29, 2020

Name of Donor,

Address line 1

Address line 2, Postcode

Dear Name,

When shopping for Christmas gifts this season, why not spread the joy further by putting a smile on the faces of [BENEFICIARIES]. [Write 1-2 lines describing the problem you are trying to solve.] [NAME OF ORG] offers valuable help to those most in need through our [INSERT NAME] program.

We’re asking generous people like yourself to support our [BENEFICIARIES] this holiday season. We hope to raise $XXX for [NAME OF CAMPAIGN OR PROGRAM]. All funds raised during the Christmas season will go directly to [STATE WHAT YOUR CAMPAIGN WILL ACHIEVE]

Here’s how your **tax deductible donation** can help:

**$50** - [list smallest amount and what it will achieve]

**$75** - [list another amount and what it will achieve]

**$200** - [list the largest amount and what it will achieve]

Celebrate the Christmas spirit by making a generous donation to [NAME OF ORG] today! Thank you in advance for helping us work towards [YOUR CAUSE]. Together we can make a difference!

Wishing you a warm and happy Christmas,

**Your name**

Designation

P.S. You can also gift a donation to your loved ones this Christmas! Learn more about this opportunity on [NAME OF ORG]’s website: [www.[WEBSITENAME].org](http://www.[WEBSITENAME].org).