**Donation Request Letter to Company**

horizontal line

**[Your Name]  
[Your Position]  
[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]**

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization's Name], a nonprofit organization committed to [briefly describe your organization’s mission and work, such as improving children’s health, promoting education, etc.].

We are currently preparing for [describe the specific project or event, such as a charity run, a community clean-up, etc.], which aims to [describe the goal and expected impact of the event]. In order to make this event a success and extend our reach, we are seeking support from key community leaders and businesses that share our commitment to [mention the cause related to your project].

We would be honored if [Company Name] could support us through [specify the kind of support you are seeking, such as financial contributions, in-kind donations, or sponsoring a specific part of the event]. Your involvement would not only help in [explain how the company’s contribution will make a difference], but it would also provide [Company Name] with [mention the benefits to the company, such as exposure to new audiences, enhanced corporate image, etc.].

In appreciation of your support, we would ensure that [Company Name] receives recognition in all our promotional materials and at the event itself. This includes [list specific promotional opportunities, such as logos on event materials, mentions in press releases, social media shout-outs, etc.].

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this further. We are eager to form a partnership that would bring mutual benefits and make a lasting impact in our community.

Thank you very much for considering this request. We look forward to the possibility of working together to make a positive difference.

Warm regards,

**[Your Signature, if sending a hard copy]  
[Your Printed Name]  
[Your Position]  
[Your Organization's Name]**