

# Donation Request Letter to Company

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[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]**