Your Name,

Your Address.

E.g. Ellen Soul,

Soul Services

Date (Day Month Year) or (Month, Day Year)

E.g. 02 April 1995 (or) April, 02 1995

Name (With Salutation Mr/Ms/Mrs),

Designation,

Address

E.g. Mr. Robert Brink,

902/12, Park Street,

Derby, UK.

Dear (Salutation) (Last Name),

E.g. Dear Mr. Brink,

Introduction about yourself- Your Name, Your Designation in the company, Brief introduction for writing the letter

Explain in clear and plain terms the kind of work your organization does and the purpose of asking the donation. Mention how the person can help you (whether in cash or kind) and if you can return the favor.

Sincerely thank the person in advance for the request.

Closing should be done with “Sincerely”

Signature with designation

E.g. Ellen Soul,

Director

If there are enclosures they need to be mentioned at the end stating the number.

E.g. Enclosures (2)