

APPEAL LETTER FOR DONATION

Included:

Introduction

Appeal Letter for Donation Tips

Sample Appeal Letter for Donation

Appeal Letter for Donation Template

Introduction

Appeal letter for donation signifies the process of appealing to any person, organization or corporate house for their cooperation and contribution to a specified cause. This is usually for seeking donation in cash or kind.

Such letters are very common among people who need help at some or the other point of time.

Appeal Letter for Donation Tips

Tips for writing the appeal letter for donation

- The letter should identify the potential client
- Specify what the potential client can do for the project
- Provide the purpose, estimate and other details
- Provide the details of the persons or organizations and their credibility
- If they have any history in performing such social services in the past you can include that also
- Note down the relevance of such a project
- Make it a point to tell the need of the target group and how this project is going to help them
- If necessary, you can also tell them what is the response from the general public, media and other persons of social standing towards this project

Sample Appeal Letter for Donation

Subject: Appeal letter for donation

Respected Sir/Madam,

It is to bring to your kind attention that we, our club, is planning to form a fund to give yearly scholarships to those meritorious students who pass their academic studies with flying colors. It is intended to act as a morale booster and give maximum support to them financially so that they can act as models for others to follow.

To smoothen the process we have contacted several prominent persons in our city and needless to say that you being one among them. As a person who spearheads all such movements, it is our pride and prestige to approach you for the successful ongoing procedures of this project and request you to make generous contributions to the fund so that it may become a grand success.

The estimated cost of the project will come nearly 2, 00,000 and we hope you may contribute your pie to it make it a successful event

Yours sincerely,

Thanking you,

Yours sincerely,

Meena Vani

Appeal Letter for Donation Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name)

Kindly note down our humble request in our project _____ (mention the project) to help those students who are bright in their studies yet lagging behind on financial front. In order to help them in this regard we are organizing the money collection programme and help them out. The progressive part of it is that the project in itself is a positive symbol for the progressive society and moreover can act as the torch bearer to all those projects that fall in this line.

It is our hope that people like you who have always supported the social causes like this will go on to support our project too. Hope to get your positive reply and donation to make this project a grand success and a model to be followed for the future generations to come.

Thanking you.

Sincerely,

Name and signature

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