

CLOTHES DONATION LETTER

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Introduction

Clothes donation letter comes into picture in the context of natural calamities or some organisation taking the initiative to provide clothings to people in particular locality in association with certain auspicious occasions. The occasions like flood, natural calamities, and occasions for providing uniforms for the underprivileged children can all be categorized under this title.

Clothes donation letter Tips

Points to remember

- The letter should specify the need for donating cloths in clear terms
- It should clearly state the type of beneficiaries-children, men, women, etc.
- The letter should specify what type of clothes
- And if people are ready to give donation as money for the project, request them to reciprocate in accordance with that.

Sample Clothes donation letter

From,

Date-

To,

Subject: Requesting donation for clothing

Respected Sir/Madam,

You might have known the unfortunate incident of flood that had swept across the western village area of our land causing innumerable damage to the poor and the downtrodden people of our native village. Many have lost their lives, and many more lost their houses and precious belongings and even dress materials. As a measure to save their lost dignity and life, we think, it is our duty to help them in all possible ways. Being a responsible and citizen in our native area, we kindly request your cooperation in this regard.

The cost for purchasing clothes for the total number of people comes around 20,000 and the cost comes around 3,00,00. We plan to raise the stipulated amount with the help of many people and sources and you being one among the esteemed sources. Let us join together to help our less fortunate brethren and hope that such calamities may not occur in future

Hope your positive reply and generous contribution for this cause

Thanking you,

Yours sincerely,

Joseph Sas

Clothes donation letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name of the donor)

I am _____ (Your Name) working as a part of the _____ (project name) for the purpose of providing solace to the many who lost their lives, lost their houses and precious belongings and even dress materials. As a measure to save their lost dignity and life, it is our duty to help them in all possible ways. Being a responsible and citizen in our native area, we kindly request your cooperation in this regard.

As per our rough estimate, the total cost will be around around Rs 30, 000 which should be met by different sources and we strive hard to materialize it in the coming month of December. Our hope is in persons like you whom we believe will extend full support and cooperation.

Thanking you.

Sincerely,

Name and signature

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