

DONATION FOLLOW UP LETTER

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Introduction

Donation follow up letter is like a reminder we normally use for alerting the persons or organizations of the mails we have earlier sent across. It acts as the reminder to the mission or cause for which you have sought that particular person's help in monetary form or in kind. While drafting the letter, care should be paid to remind him of the cause and the letter written in this regard and all the allies' elements to make him feel your dedication and sincerity to the cause that you are associated with.

Donation Follow up Letter Tips

Tips to remember

- Clear the purpose
- Specify the date of the letter
- State apology to bother him
- Polite and balanced in writing

Sample Donation Follow up Letter

From,

Date-

To,

Subject: Reminder of donation for computers for our organization

Respected Sir/Madam,

This letter intended to make a kind reminder to you regarding the donation request letter on 12/08/2013 making a detailed presentation of the cause of our organization and seeking financial assistance for its successful completion. Let us take this opportunity to kindly remind you about it. Amidst your busy schedules please take off some precious time to help us.

Let me once again remind you of the same for we consider your precious contribution in money and presence as an invaluable asset for our organization and its ongoing projects. The project, as mentioned in the prior letter, is to help school children with computers, which will go a long way in helping students to really make a difference in their academics through remarkable performances. Hence we hope you will definitely imbibe the spirit of such an initiative and let me remind you once again of the contribution that we expect from your part.

Thanking you,

Yours sincerely,

Joseph Sas

Donation Follow up Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name of the donor)

This is to kindly remind you of the letter send across to you on _____ (mention the date). We had outlined all the details and had sought assistance for the same.. May we once again remind you that your contribution means a lot to our organization as well as the projects which it has been undertaking.

The project, as mentioned in the prior letter, is to help school children with computers, will go a long way in helping them come out in flying colors and score high marks in the forthcoming examinations. Hence we hope you will definitely contribute a good amount to help us.

Thanking you for your letter

Sincerely,

Name and signature

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