

DONATION LETTER FOR NONPROFIT ORGANIZATION

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Introduction

This is a letter which is written to a non-profit organization from a person who wishes to receive a large donation from it. This is a formal letter which is written to request a donation. For boosting the chances of receiving a generous donation, one should make sure that he writes the letter in the correct format and writes it correctly. A professional tone should be used in such letters. The tone of these letters however depend on the cause requiring donation. The entire purpose of this letter should be requesting a donation.

Donation letter for nonprofit organization Tips

Tips to write a good donation letter for non-profit organization

- A professional tone should be used
- The letter should be written in the correct format and should be grammatically correct
- The letter should look like a request and not like forcing someone to pay
- Mention the amount of donation required clearly
- Mention the cause for which you will use the money
- Explain the reasons as to why the donation will be useful.

Sample Donation letter for nonprofit organization

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Request for donation for our cause

Respected Sir,

Hello, I am Mr. Pimenta. I along with my friends have started a social working group. We work for the betterment of street children. I am writing this letter for requesting you if some help can be provided to us in form of donation. We provide medical facilities and food to these children. Hence, lot of funds are required for the same.

This time even education facilities would be provided to needy children. This facility is specially for those children who have an aim in life and wish to become something. Thus, funds will be needed for this reason as well. We give you an assurance that we would not misuse the funds. We also give you the assurance that it is definitely for a noble cause. We will also show you all the accounts. We hope our request will be considered.

Your's Sincerely,

Mr. Pimenta

Donation letter for nonprofit organization Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: (Mention the purpose of writing the letter)

Dear _____ (Sir or Madam),

I am a member of the social group named _____ (name of the group) and I am writing this letter on behalf of my group as we need some funds for the _____ (mention the cause of the donation).

We will use money for _____ (mention where the money will be used). We will give you all the details of the accounts too. We would be thankful if you could contribute.

Thanks and Regards

Signature

Name

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