

TEMPLATE OF DONATION LETTER

Included:

Introduction

Template of donation letter Tips

Sample Template of donation letter

Template of donation letter Template

Introduction

A template of donation letter is a formal request to a person to donate money for poor and needy people. This letter is written in respectful language so as to grab the attention of the reader. This letter is written by a social service organisation in order to ask for donations. The letter conveys a message that these social service organisations are working only for welfare of needy persons and not for gaining any profit. This letter has to be written in a pleasing manner so as to attract the reader.

Template of donation letter Tips

Some tips to write template of donation letter

- Kindly mention in the letter that your organisation does not work for any profit but works for the well-being of needy and poor people.
- Mention name and contact number of your organisation together with a few words about your organisation. Write the mission and functions of your organisation.
- Write a few lines about what benefits can a person get by donating for poor and needy people.
- The letter has to be brief and to the point. Do not write a very big letter as it may be difficult for reader to understand. Avoid unwanted content.

Sample Template of donation letter

From

Date

To

Subject – template of donation letter

Respected Sir/ madam

I am Mr. XYZ writing this letter on behalf of our ABC social service centre. Our organisation is a non-profit making social service organisation and we do our best for well-being of poor people. We help poor and needy people by providing them food and clothing.

We also arrange special programmes so that they can lead an improved life. Additionally we also run medical camps for needy people who are victims of some harmful diseases but do not afford to treat the disease.

I hope you contribute to the social service and help us to help others. I would highly appreciate if you reply at the earliest.

Yours sincerely,

Mr.XYZ

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From

Date

To

Subject – donation letter template

Dear Sir /madam

I am _____ (name of the person) working with _____ social service club (name of the organisation). In form of this letter I am requesting you to give donations for needy people so that they can live their life in better way. We help poor and needy people by supplying cloths and food to them. We also provide them medical health so that they can have a healthy and happy life.

I would welcome your contribution to our social service programme in form of donations. I request you to donate generously and be a part of our social work programme. Prompt response at your end is awaited.

Thanking you

Name

Signature

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