[Recipient Name]

[Recipient Address]

Date:

**Subject: Letter to Ask for Donations**

Dear Mr./Mrs.[name of recipient],

I am [sender name] and I run an NGO that works to provide better food and education for the poor kids. Mr./Mrs.[mention referrer name, if there is any] has mentioned a lot about you. I have heard from him/her that you yourself has been doing the charitable work for quite a long time.

[briefly mention the purpose of your NGO, what and how you operate]. So, I would like you to contribute to our cause in any way you can. Furthermore, it would be a great honor for our organization if you pay visit to us as well.

Looking forward to your positive gesture. Thanking you in anticipation.

Best Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Organization Name]