To,

[Name of Recipient]

[Designation of Recipient]

[Address of Recipient]

Date:

**Subject: Request Letter to Ask for Donation or Charity**

Dear Sir/Madam,

Our organization, [name of your Organization] has been working to provide better educational opportunities to the poor kids who can not afford any such facilities. We have been trying to serve the community since 2018 and with love and support from certain philanthropists, we have been able to arrange for the better education of almost 50000 students.

I know that you yourself has been serving the humanity for many years and we admire your efforts and services. Therefore, I am writing this letter to request you for donation or charity for our organization. It will be our great pleasure and honor if you could take part in this great cause of our organization.

Feel free to contact me anytime. Looking forward to your response.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]