Letter of Motivation (For Donation)

Your Nonprofit’s Letterhead

[dd/mm/yyyy]

[Your name]  
[Your Organization’s Name]  
[Address]

Dear [Name],

Our annual/biannual/monthly event [Name] will take place on [date] at [location]. Our theme this year is [----------], and we are looking to raise [funding goals].

We cannot meet our goals without the help of people/companies like yours.

That’s why I am writing to you. Would you consider making a donation of [$---] to help sponsor our event. By giving to [name of event] you will be able to help us accomplish goal, assist members of our sommunity, save lives, etc.

We hope that we can count on your help to make this year’s event one of our best

Please include your donation in the [self-addressed and stamped] envelop included with this letter or come by our offices at [address] to make a contribution.

Thank you in advance for you donations and help! We hope to see you at [name of the event]!

Sincerely,

[Signature of Organization leader]

[Name of Leader]