

# Donation Sample Letter

Name of Recipient  
Title  
Organization  
Address  
City, State, Zip Code

Date:

Dear (Enter Name of Recipient):

The **organization** is asking friends in the community for assistance in raising funds for **purpose of fund raiser**. The **organization** is hosting a golf tournament at Shadowbrook Golf Club on **date**. The purpose of the golf tournament is to **reason for fundraiser**. The team is asking for your support in the form of a product donation. During the golf tournament **Organization** will be hosting a basket raffle to assist in raising funds to help our cause.

All proceeds from our basket raffle will benefit **organization** goals and your help is very appreciated.

**Conclusion paragraph on the positive impact your organization has had on members, community, family, etc...**

Sincerely,  
First Name Last Name  
Title  
Organization

