Donation request letter

Fill in the brackets, print it on your letterhead and sign it. Keep it to one page.

[Your organization's name]

[Street address, city, state, ZIP] | [Phone] | [Email] | [Website]

[Date]

[Contact name]

[Business name]

[Business address]

Dear [contact name],

I'm writing on behalf of [organization name], a [nonprofit, school group or club] in [town] that [one line on what you do, for example: runs free reading clubs for 120 children each year].

On [event date], we're holding [event name] at [place]. We expect about [number] people, and every dollar we raise goes to [what it pays for, for example: books and snacks for the next school year].

Would [business name] consider donating [a specific ask, for example: a $50 gift card for our raffle, or pizza for 40 volunteers]? We need it by [date] so we can [list it in the program or plan the food].

To thank you, we will [the recognition you can offer, for example: list your business in the event program and thank you on our social media pages]. We send every donor a written thank-you letter once the gift arrives.

I've added a one-page request form with our details. You can tick your answer on it and hand it back, or reply at [link or QR code to your online reply form]. I'll check back with you on [your follow-up date].

Thank you for thinking it over.

Warm regards,

[Your name], [role]

[Phone] | [Email]

Attach a copy of your proof of tax-exempt status (such as your IRS determination letter) if you have one and the business asks for it.

Donation request form

Filled in by the organization asking. Leave a copy with the business.

About us

Organization name

We are a: [ ] Registered nonprofit [ ] School or school group [ ] Community group or club [ ] Other: _____

Contact name and role

Email: _____ Phone: _____

What we do, in one or two sentences

What we're asking for

Event or project name, date and place

We're asking for: [ ] A gift card or product [ ] A cash gift [ ] An auction or raffle item [ ] Food or drinks [ ] A service

The specific ask (item, amount or service)

How we'll use it

People we expect to reach: _____ We need it by: _____

How we'll thank you (program listing, social media post, announcement, none needed)

Your reply (please tick one and hand it back)

[ ] Yes, we can donate: _____

[ ] Not this time [ ] Ask us again on: _____

[ ] Please send the request to: _____

Pickup or drop-off date: _____ Name: _____

Thank you. Once your gift arrives, we'll send you a written thank-you letter.