# **Donation Request Letter**

Your Name  
Hometown Skatepark Committee  
Street Address

Date

Recipient’s Name  
Title (if known and appropriate)  
Recipient’s Address

Dear Recipient,

I, ( ), am writing to you on behalf of ( organization Name ), an organization that is working for (organization purpose/mission ). We estimate that today there are #,000 kids in our town that are passionate about skateboarding but have nowhere to do it safely. We feel that this athletic drive should be supported by a safe, sanctioned place for these kids to exercise, socialize, and develop skills that will be useful throughout their lives. Our organization is dedicated to the process of making that happen but we need your help.

Your donation will bring us closer to our goal of $#00,000. Many business and community leaders are on board as well as hundreds of individuals. Our community is clearly excited and eager to see this project succeed. You can be a part of that excitement by supporting our youth with a $#,000 donation. We are happy to acknowledge your donation on our website and at our numerous events, (unless you prefer otherwise).

I would like to thank you for considering this opportunity to partner with our organization for raising funds. If you have any queries regarding our organization, our fund management policy, or the project itself, please feel free to contact me at the address given above or at mymail@address.com.

Thank you,   
(Signature)  
Your Name