

## **Sample Donation Letter, complete letter of Donation example.**

This is a sample donation letter. These kinds of letters are written to obtain donations from the people. These kinds of letters are generally written by not for profit organization and by social working groups. These letters are many times formal in their nature. The representation of such letters should be made good.

To,

**Mr. Ravi Pandey**

Senior Manager

Smart Company

19th Street

Agra

Subject: **Sample Donation Letter**

Dear Mr. Ravi Pandey,

Hello, I am Mr. Harman Singh. I am the member of a social working group. Our group is for the betterment of the people. Thus, due to this we are writing a request letter to you to help us by giving some donation to us. We provide food to the needy people; we also provide medical facilities to the people. Thus, due to this we need a lot of funds.

This time we are even going to provide education facilities to the poor children. This facility will be provided to those children who really want to study and become something in their life. Thus, for this reason we will need funds. Your money will not be misused. We assure that it will be used for a noble cause. Moreover, the accounts related to all the expenses will also be displayed to you.

You can check each and every thing from those accounts. I hope you will consider our request.

Yours Sincerely

**Harnam Singh**