[Insert Date]

[Recipient]  
[Title]  
[Company]  
[Address 1]  
[Address 2]  
[Address 3]

Dear [Recipient]:

[Customize this paragraph for your cause – here’s an example:] Thanks to you, Julie and her daughter, Mariah, have a safe place to rest their heads at night. They are no longer scared, hungry, or homeless.

You are making a real difference in our community. Without your support and generosity, we couldn’t do what we do. Thank you so much for your ongoing financial support.

Have you ever thought about volunteering for our organization? Time donations from volunteers make big impacts on our community. Here are just a few of the ways we’re partnering with people like you to make a difference.

1. Compelling example number one
2. Compelling example number two
3. Compelling example number three
4. Compelling example number four

Would you like to share your time with us? We know your time is valuable. That is why we offer a variety of volunteer opportunities. To review our open volunteer positions, simply visit our website (yourdomain.com) and click “Volunteer Now.”

Thank you for your consideration and for your continued financial support. Should you have any questions, feel free to contact us at (555) 123-4567 or email us at nonprofit@yourdomain.com.

Sincerely,

Your Name  
[Your Title]