

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Fundraising – Requesting Donations to Rebuild a Shelter

Dear :

On {date}, HELP Shelter had an unfortunate accident. It was struck by lighting and burned to the ground. Fortunately nobody was hurt in the accident, but unfortunately, we lost everything in the fire. However, HELP Shelter is determined to not let this mishap hold us back in our commitment to help the downtrodden. HELP Shelter is asking for donations to rebuild the shelter bigger and better. Everything and everyone can help. Your tax-deductible donation can buy a brick for the building or perhaps a room. So please take the time remember HELP Shelter as it rebuilds.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

N A M E