[Name of Church or Church Organization]

[Address]

[Church Contact details (e.g. contact number/email address) ]



[Insert date here]

[Name of recipient]

[Position, Organization / Company / Local Government Unit]

[Address]

Dear Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [INSERT NAME OF CHURCH] is a [PROVIDE A BRIEF DESCRIPTION OF THE CHURCH]. [WRITE HERE THE MISSIONS AND GOALS OF THE CHURCH OR CHURCH ORGANIZATION].

 As a Christian community, we aspire to promote kindness and generosity to our underprivileged fellowmen and inspire them with the Lord’s gospel. With this, our church will be holding a [INSERT HERE THE CHURCH PROJECT / CHURCH ACTIVITY] on [DATE OF EVENT]. This [SELECT FROM THE FOLLOWING: PROJECT / EVENT] aims to [INSERT OBJECTIVE OF THE CHURCH PROJECT AS WELL AS ITS BENEFICIARIES].

 We are writing this letter to humbly request your help to raise funds for the successful conduct of [INSERT CHURCH ACTIVITY]. Donated funds will be used to [INSERT HOW SOLICITED FUNDS WILL BE SPENT] and [STATE OTHER EXPENSES HERE]. We aim to raise at least [INSERT AMOUNT IN PHILIPPINE PESO HERE] for this initiative in the next [INSERT TIME FRAME HERE].

 Any amount out of your heart’s kindness will be a great help to our church’s aspirations. You may send your donations through [INSERT HOW THE RECIPIENT CAN SEND THEIR DONATIONS].

 If you have any inquiries about our fundraising initiatives, please contact us at [INSERT CONTACT NUMBER HERE]. [OPTIONAL] We have also attached this letter [INSERT BRIEF DETAILS OF DOCUMENTARY ATTACHMENTS] for your information.

 Thank you for your benevolence and may the Lord’s grace guide you.

Sincerely,

[SIGNATURE OVER NAME OF THE SENDER]