(Insert date)

Dear (insert recipient's name),

As Christmas approaches, we ask that you remember (insert name of organization) in your holiday plans. As you prepare for joyous holiday celebrations with your friends and family, it's important to stop and reflect on the joy and blessings in your own life while remembering that not everyone is as fortunate. This season, as you are shopping for gifts and gatherings with loved ones, please consider setting aside part of your budget to support the work of (insert name of organization) with a tax-deductible charitable donation.

(Insert name of organization) provides a number of beneficial services to needy families and individuals in our community, including (insert example of services). Last year, we provided assistance to (insert number) of community residents — people who wouldn't have had anywhere else to turn to for help without these essential resources.

Our work has a powerful impact not only on the people that we work with directly but also on our community as a whole. We are completely reliant on the generosity of others and these charitable donations can make a huge difference in the services that we are able to provide. That is why we ask you to remember (insert name of organization) this holiday season and consider making a charitable contribution in support of our meaningful work at Christmas. Any amount that you can share will be greatly appreciated and put directly back into this community.

We've simplified the donation process, allowing supporters to donate online, by phone, or by mail. You can visit (insert your organization's URL) or call (insert organization phone number) to give a charitable gift using a credit card or you can send a check to (insert organization address). What better way to celebrate Christmas than by sharing what you have with neighbors who otherwise wouldn't be able to meet their basic needs?

Your generosity will have a considerable impact on these individuals and our community. Every gift matters and no donation is too small. Please, consider making a difference today.

Regards,

(Insert Name), (Insert Title)