



## [CHECKLIST] Writing A Donation Request Letter

1. Greet the supporter by name. ☐
2. Remind them of your organization and its mission. ☐
3. Include images and stories that show impact. ☐
4. Use language that positions them as a hero. ☐
5. Make a specific and timely ask. ☐
6. Give a call to action. ☐
7. Share ways they can get in touch. ☐
8. Include ways they can further engage with your organization. ☐