To

[The Business/organization]  
[Address]

I, Daniel Greg, the coach of the Red Dragons sports team, am writing this letter to request a donation from your organization to my team. As you may have heard, or watched us play, Red Dragons have made quite an impact in the district’s Basketball matches. Our team players are not only winning district-level matches but also making the city proud by mentioning our city’s heritage and values.

Since now we are heading towards state-level competitions, our expenditures are increasing by leaps and bounds and unluckily our budget does not comply with that. Previously, we had figured things out on our own through sponsorships and multiple other strategies, but it seems like we will not be able to keep pace with the rapidly growing demands of staying in the game.

Henceforth, we are approaching organizations in the city like you to plead a donation for our team. We believe, with mutual investment and participation, we can craft a productive environment and encourage youngsters of the town to make use of their energies and talents.

Your organization has been investing in the community in multiple ways through several platforms in the past that proved a milestone for the progress of the town. We completely assure you, not only that we will make the best use of your donations, but we will prove ourselves worthy of many more achievements.

Should you have any queries related to this, please feel free to contact me at 000-000-000. You can also email me at [EMAIL].

Sincerely,

Daniel Greg