To whom it may concern

We hope this letter finds everyone in good health. We have set out to collect funds for repairing our Church building that had been damaged in the current floods. We request you all make generous contributions to our place of worship.

Kindly make your donations through cash, bank deposit, or online transfer. Account details have been attached. You may contact Mr. XYZ for further details.

We look forward to a positive response from all our members. The Church looks up to you for your assistance. Every little contribution will go a long way.

Sincerely,

Mark Buffalo,  
CEO,  
The Eagle Eye Football Club