To whom it may concern

I am writing on behalf of our NGO which aims at working for impoverished families in our country. We humbly request for donations to help us provide the basic necessities of life to those who cannot afford them.

Please make your donations to (details). Your little contribution can make a big difference for an entire family.

You are welcome to call us for more details. Thank you in advance for your help.

Sincerely,

Mark Buffalo,  
CEO,  
The Eagle Eye Football Club