To whom it may concern

I am writing to your renowned NGO seeking your help to raise funds for my cousin, XYZ who needs financial aid for his cancer treatment. Your NGO has been helping thousands of individuals every year with various financial issues. I am reaching out to you with the hope of receiving your help.

XYZ is 15 years old and has been diagnosed with blood cancer a year ago. He lost his father when he was only 7. His mother and elder brother have been trying to make ends meet through odd jobs. They have no means to afford his extensive treatment. I, along with several other members of our family, managed to collect some amount for his medical expenses. However, we find it difficult to make further contributions due to our own financial limitations. It is for this reason that I request assistance.

I have attached some verification documents along with the medical reports of XYZ. Please let me know if you need more details.

Your NGO’s help will be much appreciated. I look forward to your response.

Sincerely,

Mark Buffalo,  
CEO,  
The Eagle Eye Football Club