

Sample Donation Letter

This Letter is fictitious and meant to be a guideline in writing donation request letters. Please write donation request letters to businesses, companies, etc. in your own words, including the information on your project and what, specifically, you are requesting. Avoid general requests for anything they can donate.

Good Technology Corporation
5555 Helpful Lane
Techville, PA 55555

Dear Sir or Madam:

My name is (insert girl's name) and I am a Senior (Ambassador) Girl Scout from Girl Scouts Western Pennsylvania council working toward earning my Girl Scout Gold Award. The Girl Scout Gold Award is the highest award in Girl Scouts, earned by completing awards that promote community service, personal growth, positive values and leadership skills. The last step in earning the Girl Scout Gold Award is a community project of at least 80 hours that address the root cause of an issue I am passionate about and meets a need in my community.

For my project ("Senior Center Health Program,") I will be organizing and training high school students to participate in a health-based program at the local senior center. I will help volunteers interact with residents and teach them about living a healthy life at any age. I plan to serve at least 50 residents during this project.

Hello, my name is (insert Senior Leader/Advisor's name). I am (insert girl's name) leader. On behalf of (girl's name), I would like to request a donation of a technological fitness program for the senior center. This program will be used as therapy for the residents to increase balance, coordination, and helping them stay active as much as possible. Your help with (girls name) project will be greatly appreciated. With your support we can help our community and build leadership skills in a future leader. Please contact me concerning this request at (412-555-1212).

Thanks you for your consideration of our request.

Sincerely,

Girl's Name
Troop number

Leader/Advisor's Name
Troop number