

DONATION REQUEST LETTER

To: _____

From: _____

Subject:

Request for Charitable Donation in Support of our Mission

Dear Sir or Madam, On behalf of [Organization Name], a registered Canadian charitable organization, I am writing to respectfully request your generous support through a donation. Our organization is committed to [briefly describe mission or cause], and your contribution will help us continue and expand our important work.

About Our Organization:

[Organization Name] is incorporated under the Canada Not-for-profit Corporations Act and holds charitable status as registered with the Canada Revenue Agency (CRA) under BN: [Business Number]. We operate in accordance with all applicable Canadian federal and provincial laws governing charitable activities. Our programs and initiatives are designed to have a measurable impact in our community and beyond.

Purpose of Donation:

Your donation will be used exclusively for [describe specific programs, projects, or needs]. We ensure full transparency and accountability in the management and disbursement of all funds received. Supporting our cause not only benefits those we serve but also contributes to the betterment of society as a whole.

Donation Details:

Please find below the details for making a donation: - Acceptable forms of donation include monetary gifts, in-kind contributions, or services. - Donations are tax-deductible to the fullest extent permitted by Canadian law. - Official tax receipts will be issued promptly for all donations. Bank Name: [Bank Name] Account Name: [Organization Name] Account Number: [Account Number] Branch Number: [Branch Number] Institution Number: [Institution Number]

Legal Compliance and Privacy:

[Organization Name] complies fully with the Personal Information Protection and Electronic Documents Act (PIPEDA) and all applicable provincial laws. Any personal information provided will be used solely for donation processing and communication purposes and will be protected with the highest standards of confidentiality and security.

Acknowledgement and Thank You:

We sincerely appreciate your consideration of our request. Your generosity makes a significant difference in achieving our goals and sustaining our programs. Should you have any questions or require additional information, please do not hesitate to contact us at [contact information].

Thank you for your support and commitment to making a positive impact. Yours faithfully, [Authorized Representative Name] [Title] [Organization Name] [Organization Address] [Phone Number] [Email Address]

AUTHORIZED SIGNATURE

DATE

Signature: _____

Date: _____

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