

[Organization Name]  
[Street Address]  
[City, St Zip]  
[Organization's Phone Number]  
[Optional – Organization's Website]

[Today's Date]

[Name of Recipient]  
[Address]  
[City, St Zip]

### Request for Funds for Church/Charity Building Repairs

Dear [Name of Recipient],

This letter is written on behalf of the [Church Name] community in [State]. We are a close knit community and we work together to raise funds in many different ways for not only church repairs, but all sorts of repairs which need to be carried out in the area surrounding the church also.

We are currently doing fundraisers at a minimum of once a month; however, most of our community members are very poor and live under the bread line. We have managed to raise [\$ amount] to have our community charity [Charity Name] roof repaired; however it will take us another couple of years to raise the res to the money for the repairs.

Our community charity [Charity Name] is used to house people who have fallen on hard times and who need a warm bed and a hot meal. At this present time, the roof is leaking so bad that we have had to vacate a few rooms as the water is pouring from the ceiling. This reduces our capacity to house homeless people by 40% and we are sure you can imagine how these people have had to suffer in the winter months.

We very kindly request your assistance in the form of either a donation of materials needed so that we can repair the roof ourselves, or alternatively a donation to help boost our current funds to purchase these materials for a new roof.

With winter creeping about the corner, we are very desperate to repair the community charity [Charity Name] roof so that we can keep as many people warm and dry this winter as possible.

We look forward to receiving your favorable response and pray that you will be blessed for any contribution you can offer us.

Kind regards,

(Sign here for letters sent by mail or fax)

[Typed Name]

[Title]

**P.S.** And finally add a postscript where you inform your reader about your need again and ask him for help. Many of your readers won't read your whole fundraiser letter but almost all of them will read the postscript. So use it as a tool to catch their attention and call them to action!