[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 Funds for Church Entrance Doors

Dear [Name of Recipient],

I'm writing to [Charity Name] on behalf of [Church Name], as your guidelines indicate that you offer support for churches.

[Town Name] is a rapidly growing town situated in central [State Name]. It has a thriving business focal point, with some of the top financial companies in the country being based locally.

We have a thriving youth group for local young people. We have [number of members] members and offer services in both the morning and evening.

The church building is used by a number of different local groups because of its good acoustics, this includes the [Singers Group Name] singers and the [Band Name] band. We also host activities such as yoga, fitness club and local coffee mornings for the local community.

We refitted our entrance seven years ago. However, the entrance doors are now in need of substantial repair if we are to be able to continue using them and welcoming in the community. The estimated cost of this work is [$ Amount of Repair Work].

We have already raised the sum of [$ Amount Raised] through our fundraising efforts but we need a further [$ Amount Needed for Repairs] to be able to carry out the necessary work.

As a Trust that is interested in supporting and preserving buildings which are of value to the local community, we would be most grateful if you consider assisting us with this project.

Please feel free to call me personally at [Your Phone Number] if you would like any further information.

Yours Faithfully,

(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!