

[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]

### Special Event Funds Needed for Church Roof

Dear Friend,

[Church Name] is a rapidly growing church in your community. We offer services on Sundays and Wednesdays, and in addition, we are proud of our community outreach programs for young people like the [Program Name] and our youth group.

Our building is available to local community groups, and we host activities such as yoga, Mother's Day Out, coffee and chat meetings for area residents. Over the years, we have developed quite a reputation for not only being a religious haven, but also a strong community partner in times of need.

However, you may or may not be aware that the roof of [Church Name] is in desperate need of repair. The estimated cost of this work is [total amount to repair roof].

Prior fundraising has raised a total of [amount raised], but we need an additional [total amount to repair roof minus total amount raised] to be able to carry out the necessary work.

Our goal is to raise these funds over the next six months so the work can be finished during summer months when attendance is down and the repairs will cause the least amount of inconvenience.

In addition to soliciting cash donations, we have planned a number of other fundraising events to help us reach our financial goals. You can find out more about these planned activities in our church bulletin. Since we do understand that not everyone will be able to help us with a cash donation, we hope you will consider donating goods or volunteer hours for some of these events. We will provide a tax receipt for all donations immediately after donating.

Your generous donation will help us repair the holes in our roof and also preserves an important asset to our community. We need the support of our members, as well as the benevolence of community businesses and individuals to help us reach our goal.

Your ongoing support of the [Church Name] is deeply appreciated. If you have any questions, concerns, or if you just want more details about this important fundraising effort, please contact us at [contact phone number].

Sincerely,

(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!