<Insert sender’s name here>

<Position, Organization>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Insert recipient’s name here>

<Position, Organization>

<Address>

Dear Sir/Ma’am,

Warm Greetings!

 [INSERT NAME OF ORGANIZATION HERE] is a [PROVIDE A BRIEF DESCRIPTION OF THE ORGANIZATION].

 With the Christmas season fast approaching, our company/organization is planning to hold a Christmas party to celebrate the festive and merry season. We are planning to conduct a gift-giving program for our employees, especially those that are underprivileged. There will be also raffles and games with corresponding monetary prizes.

 In line with this, we humbly request any financial assistance to help us in financing the raffle, games, and gift-giving program. Any amount will be highly appreciated. If you are interested in donating to our Christmas Party, please [INSERT HOW THE RECIPIENT CAN SEND THEIR DONATION].

 If you have any questions, please do not hesitate to contact us at [INSERT CONTACT DETAILS] or email us at [INSERT EMAIL ADDRESS].

 We are looking forward to your kind response to our request.

 Thank you!

Best regards,

[Signature over sender’s name]