<Name of the sender>

<Position, Organization>

<Address>

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

<Name of the recipient>

<Position, Organization>

<Address>

Dear Sir / Madam,

 [NAME OF ANIMAL SHELTER] is home to over [PROVIDE NUMBER OF ANIMALS] animals every year. We [INSERT HERE HOW THE SHELTER HELPS THE ANIMALS].

 To continue providing food and decent veterinary care to the animals of [NAME OF THE SHELTER], we need financial support to cover our monthly expenses. It is estimated that our organization needs at least [INSERT AMOUNT HERE] per month to ensure that every animal gets the quality care they deserve. We are writing to you to help us sustain the animal shelter.

 If you are willing to help our beloved animals, please send your donations at [INSERT DONATION LINES HERE]. Any amount will be a significant help.

 For any questions, please contact us at [INSERT MOBILE NUMBER HERE] or send us an email at [INSERT EMAIL ADDRESS HERE].

 With kind and compassionate people like you, our adopted animals like [INSERT SOME REAL NAMES OF THE ANIMALS HERE] will enjoy a wonderful home for many years.

 Thank you and God bless!

Very truly yours,

[Signature over of the sender name]