Date

Subject: Request for media equipment for church

To

[The Recipient]  
[Address or other text]

Dear Mike,

I am approaching you on behalf of the LifeBridge Church situated at Westchester, North Carolina. The church’s media equipment is long outdated which is causing a great hindrance in our everyday rituals and performances as we now commemorate live. The recent spikes in COVID-19 have pushed us to wind up all our onsite business and move it on the internet.

Nevertheless, unfortunately, owing to the lack of the right media tools, we are unable to meet the demands of this change in medium. Our regular members are strongly demanding us to resume the routine online but unluckily we do not have enough sources now.

Therefore, the advisory board presented the suggestion of approaching our well-wishers with a proposal of donating us the desired media resources. We request you to aid us in getting back on our old track and help thousands of our members revive their spirituality.

Should you have any questions regarding this matter, please feel free to reach us at [X] or email us at [email] and our representative will help you draw a map of the project.

Sincerely,

John McDonalds,  
Director HR,  
LifeBridge Church,  
Westchester, North Carolina