To

Ms. Megan Philips  
Lockwood Agency  
East London

From

Ms. Scarlet Ronan  
SaveHuman Organisation  
Central London

Date: 7th Sept 20XX

Subject: NGO funding request letter

Dear Ms. Megan,

Good day!

I am writing on behalf of our organization called SaveHuman located in Central London. We have been operational since March 20XX and our objective is to provide shelter to homeless children. We at SaveHuman believe that every child deserves love and a safe living environment. With the help of many gracious donors, we were able to sustain a shelter that is currently home to 300 children. Many of these children are orphans and some have been abandoned by their parents. We aim to provide a comfortable living environment to all our children and regard them as our own.

This shelter is funded by generous donors such as your organization. We need funds for supplies like food and clothing for our children. With some financial aid to our organization, you can help make a huge impact on the lives of these precious children. Even a small donation would be much appreciated. We have a goal to collect $5000 this month which we wish to invest in getting warm clothes for them as winter is approaching. You can make this donation directly to our NGO account number [X].

You are welcome to visit our shelter and meet our children anytime you wish. Please don’t hesitate to get in touch with us at [EMAIL].

Thank you very much

Regards  
Scarlet Ronan.  
Signature.