

01 March 2020

To,  
Mr. Shyam Modi  
33, M.G. Road  
Nr. Post Office  
Pune, Maharashtra-400325  
1234567891

**Subject: A humble request to stretch your generosity towards orphan children.**

**Dear Mr. Shyam Modi,**

Greetings of the day!

We are pleased to introduce our NGO **ABC Foundation**, to your kind self. It is functional for the past **21 years**.

**We are indulged in helping orphan children providing them with shelter, nutritious food, clothing, and good education. We ensure the protection of their childhood and strive to give them a bright future. Moreover, at present, we have 350 children in our orphanage getting intensive care of all their requirements. Children from our initial batch have settled in their lives and leading a good lifestyle.**

We have heard about your generosity and your strong belief in donating for a good cause. We appreciate your kindness and generosity by which you create a difference in society and the world at large. We are writing to you to seek your monetary help for our **ABC Foundation**.

**We are pleased to inform you that we are planning to start a computer lab facility inside our orphanage to help children access computers for learning and other educational purposes.**

**The lab will consist of LAN enabled 50 computers along with Internet access. This will help our children grow smart keeping themselves upgraded with the latest technology.**

**The total budget for this project is \$14,500 and we have received donations of \$6,750 against that. A balance of \$7,750 is required to make the proposed computer lab functional.**

**We anticipate you to donate generously for this noble cause. Your contribution is going to make a big difference in the lives of these orphan children.**

Please find enclosed herewith our bank details for your ready reference. If you want us to collect the cheque from your desired place; please feel free to contact **Ms. Rozy D'Souza** on **1234567890** or contact **her** through email at [pro@abcfoundation.com](mailto:pro@abcfoundation.com).

**She** will make the necessary arrangements to pick it up. If you wish to visit our **orphanage**, we would be more than happy to arrange a short tour for you. Please contact **Ms. Rozy D'Souza** for further assistance.

With high hopes, we conclude our humble request and anticipate support from your kind end. Please look into the matter and do the needful and oblige.

Thank you

**For, ABC Foundation**

**S.K. Venkatraman**  
**Managing Trustee**