

01 March 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
1234567890

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

Dear Mr. Shyam Modi,

Greetings of the day!

Thank you very much for all your kind support till now. Your generous donations at regular intervals help us to support **350 orphan children** in our **orphanage**. We highly appreciate your kind concern for **orphan children**.

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. The 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 **1234567891** or contact **her** through email at pro@abcfoundation.com. She will make the necessary arrangements to pick it up.

We look forward to the same warm and kind support from your kind end. Thank you again for all your kind and generous support helping us to make a big difference **in the lives of orphan children**.

Thank you

For, ABC Foundation

S.K. Venkatraman
Managing Trustee