TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Request Letter for School Supplies

Dear  **[Donor’s Name]**

My name is **[Name]** and I work at **[School’s name]** as **[Job Position]**. Each year we welcome a new class of eager and bright students that we’re so excited to get to know. We work hard to make sure we provide amazing learning opportunities and engaging events to bring our school’s community together.

This year, we are trying to **[event or program you are raising money or supplies for].** **[Attention grabbing story that explains why you’re raising funds. For instance, if you’re raising money to start an after school art program, share the story of a young student that needs the program to pursue his dream of becoming a graphic designer].**

However, due to our school’s budgetary constraints, we had to cut back  **[school supplies/creative program/etc.]**. While we strive to offer our students the best education possible, we need the resources and supplies to keep our **[Program/club]** running

We would like to ask that you help us continue **[Event or program]** by donating **[donation amount, specific item, or service].**

If you choose to contribute to our school, you will give more than just **[Product or service].**  You’ll be a hero to the students who will be able to **[the positive result of your school reaching its goals].**

Please feel free to contact me at **[Phone number]** or by email **[Email address]**  if you have any additional questions about our program or if you’d like to support us in another way. If you would like to donate, please fill out and return the attached form with your in-kind donations.

All of us at **[School’s name]**  thank you in advance for your support!

Warm regards,

**[Name]**

**[School’s name]**