TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Subject:** Donation Letter Template for Schools

Dear **[name]**,

**[Your school’s name]** needs your support! My name is **[your name],** and I’m part of the **[your role – the school’s PTA, administrative team, teacher, etc.].**

Every year, we work hard to provide the best possible educational and extracurricular activities for our students, but we can’t do it alone. Our tight budget has recently forced us to**[provide a specific example or two – cut down on afterschool programs, etc.]**. But we know we can count on our community to help us close the gap.

Would you consider making a donation of **[specific amount]**  to contribute to our fund for **[describe your campaign’s purpose or goal]**? A gift of **[amount]** will allow us to **[the specific impact of a donation, tied to the campaign’s main purpose].**

Please visit our donation page here if you’d like to get started: **[provide a direct link].**

Or, reach out to us at **[email address or phone number]** to talk about our school’s needs and how you can get involved.

Don’t forget! Our **[your school’s next event, like a fall festival]** is coming up soon, and we’d love to see you there! Get your tickets now: **[provide a direct link].**

Together we can continue making our school an environment of excellence for our kids.

Thank you!

**[Your name and title]**