## DONTATION REQUEST LETTER

Subject: Let’s make this the best year yet for **[school’s name]**!

Dear **[donor’s name]**,

My name is **[name]** and I’m a part of the Parent Teachers Association at **[school’s name]**. As you probably know, we work hard each year to build strong relationships among parents, teachers, and the school, all while creating engaging programs for our students.

**[describe the emotionally compelling reason why you’re reaching out to this donor. For example, they are a parent of a student, or they are an alumnus, or they are a local business]**. You know how important the school experience is for students, which is why we are planning **[new school event or program]**.

**[new school event or program]** is set to take place during **[date]**. **[Describe the event/program, talk about what’s the event/program consists of and how it will help your students]**. Working with the teachers of **[school’s name]**, the PTA is so excited to bring this to our kids. However, with the costs of **[school supplies, food, resources, venue]**, we need to reach out to our school’s community for the extra support to push us to the finish line.

Would you be willing to donate **[specific donation amount, in-kind donation, or service]** to help us bring this experience to the students? We would love to offer you an incentive and thank you during our event. Please contact our office at **[school’s name]** using this phone number, **[phone number]** or you can send us an email: **[email address]**. We have also provided a form which you can fill out.

We’d love to start this conversation with you and see how you can help make this year the best for our students!

Thank you,

**[Name]**