DATE

NAME

Organization

Address

City, State, ZIP

Dear NAME,

I am writing on behalf of the ABC Elementary PTO to request a donation of bottled water for our annual fun run scheduled for September 15. The pledges collected by students participating in the fun run will go toward the renovation of the ABC Elementary computer lab.

We will need 500 bottles of water for the event. We would greatly appreciate any donation you can make toward that amount. Should you make a donation, your business will be recognized in the school newsletter. We will also provide a donation receipt letter with the PTO’s tax exempt ID number for your records.

If you have any questions or need further information, please contact me at (555) 555-5555 or at EMAIL ADDRESS. On behalf of the students, parents, and faculty of ABC Elementary, thank you for your consideration.

Sincerely,

Susie Smith

Silent Auction Chairwoman

ABC Elementary PTO