

Contribution Request Letter

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that [School Name] is hosting an inter-school debate competition on [Date], aimed at fostering critical thinking and public speaking skills among students. We believe that this event will provide an excellent platform for young minds to express their views on important issues.

To ensure the success of this competition, we are reaching out to local businesses and organizations for support. We kindly request your contribution in the form of [monetary donation, prizes, or other items]. Your generous support will help us cover various costs, including venue rentals, materials, and awards for the participants.

In appreciation of your contribution, we will acknowledge your support in our event program and promotional materials, highlighting your commitment to supporting education and community engagement.

Thank you for considering our request. We would be grateful for any assistance you can provide, and we hope to partner with you in making this event a success.

Sincerely,
[Your Name]
[Your Title/Position]
[School Name]
[Contact Information]