

# Request for Charitable Contribution

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Class/Grade Name] at [School Name] to request your support for an upcoming school outing scheduled for [Date of Outing]. This excursion is designed to enhance our students' learning experience by exposing them to [briefly explain the purpose of the outing].

To make this outing possible, we are seeking contributions from generous community members and local businesses. We would greatly appreciate any financial assistance or in-kind donations, such as [list specific items/services needed, if applicable]. Your support will not only help us cover transportation and admission costs but will also enrich the educational experience of our students.

Additionally, we would like to offer [mention any benefits for the donor, if applicable, such as recognition in school newsletters, posters, etc.]. We believe that fostering community engagement is highly important in creating a supportive learning environment for our students.

Thank you for considering our request. We would be grateful for any support you can provide. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[School Name]