

**Dear [Recipient's Name],**

We hope this letter finds you well. Our school, [School Name], is excited to announce an upcoming trip to [Destination] for our [Grade/Group] students scheduled for [Dates]. This experience will provide our students with valuable learning opportunities and life-long memories.

To make this trip a reality, we are seeking your support through fundraising. The total cost of the trip is estimated to be [Total Cost], which includes transportation, accommodation, and activities. We are reaching out to our community to help us raise [Amount Needed] to cover these expenses.

Your contribution will directly impact our students by ensuring they have access to this enriching experience. Here are a few ways you can help:

- Make a direct donation of any amount.
- Sponsor a student by covering their trip costs.
- Participate in our fundraising events on [Dates of Events].

Each donor will be recognized in our school newsletter and at our fundraising events. We appreciate any support you can provide, and we are grateful for your investment in our students' futures.

If you would like to make a donation or have any questions, please feel free to contact us at [Contact Information]. Thank you for considering our request and for your continued support of [School Name].

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]