

# Request for Promotional Merchandise

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[School Name]

[School Address]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming school fair on [insert date], we are reaching out to request your support in providing promotional merchandise to enhance the event experience for our attendees.

We believe that merchandise such as [list specific items e.g., t-shirts, water bottles, tote bags] will not only promote school spirit but also serve as keepsakes for participants. Your generous contribution will greatly contribute to the success of the fair.

Please let us know if you can assist us in acquiring these items, and we would be happy to discuss this further at your convenience.

Thank you for considering our request. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Contact Information]