

Dear [Business Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [School Name]. We are reaching out to local businesses like yours to help support our students in their educational journey.

Every year, we strive to provide our students with the necessary school supplies to help them succeed. Unfortunately, many of our families face financial challenges that prevent them from obtaining essential items. This is where your support can make a significant difference.

We are seeking contributions such as notebooks, pens, pencils, backpacks, and other school supplies for our students. Your generous donation will not only help to equip our children with the tools they need for learning but will also show them that the community cares about their education.

In return for your kindness, we would be happy to acknowledge your business in our school newsletter and on our website, recognizing your commitment to supporting local education.

We would greatly appreciate the opportunity to discuss this further and explore how you can help. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[School Phone Number]

[School Website]