

Dear [Recipient's Name],

As we approach the new academic year, we at [School/Organization Name] are reaching out to our wonderful community for support. We are organizing a school supplies drive to ensure that all our students have the materials they need to succeed.

We kindly invite you to contribute by donating items such as:

- Pencils and pens
- Notebooks and binders
- Crayons and markers
- Calculators
- Art supplies
- Backpacks

Your generous contributions will make a significant difference in the lives of our students. Donations can be dropped off at [location] between [dates and times]. Alternatively, you may also wish to make a monetary donation to support our efforts.

Thank you for your continued support and dedication to our community. Together, we can make this academic year a successful one for all our students!

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