

# Capital Campaign Request for School Renovation

Date: [Insert Date]

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to you on behalf of [School Name] as we embark on an ambitious capital campaign to renovate our beloved school. Our goal is to create a more accessible, engaging, and modern learning environment for our students.

Our current facilities, built in [year], have served us well but are now in urgent need of upgrades. We plan to [briefly outline renovation plans, e.g., modernize classrooms, improve accessibility, update technology]. This project is essential for providing our students with the quality education they deserve.

We are seeking your support in this vital initiative. Your contribution will directly impact our students' learning experiences and help us reach our fundraising goal of [insert amount]. Every donation, no matter the size, brings us closer to creating a state-of-the-art educational environment.

We invite you to join us on this journey. Together, we can make a significant difference in the lives of our students and the future of our community. If you would like to discuss this project further or learn about sponsorship opportunities, please feel free to contact me at [phone number] or [email address].

Thank you for considering our request. We are excited about the possibilities that lie ahead and hope to partner with you in this important endeavor.

Sincerely,

[Your Name]

[Your Title]

[School Name]