

Donation Request for Our Annual Charity Event

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [School's Name]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date]. This event aims to raise funds to support [specific purpose or project, e.g., improving school facilities, funding scholarships, etc.].

To make this event successful, we are reaching out to local businesses and community members for support. We would greatly appreciate any donation you can provide, whether it be a monetary contribution or items such as [list specific items, e.g., gift baskets, services, products, etc.]. Your generous contribution will help us reach our goal and positively impact the lives of our students.

Your support is vital in helping us create a better future for our students. As a thank you, we would be happy to recognize your support during the event and in our promotional materials.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need more information. Thank you for considering our request, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Address]

[School's Phone Number]