

# Request for Contributions to Our School Supply Drive

Date: [Insert Date]

Dear [Recipient's Name],

We hope this letter finds you in great spirits. Our school is excited to announce that we are organizing a School Supply Drive to provide essential supplies for students in need. As we strive to create a supportive learning environment, we are reaching out to our community to ask for your generous contributions.

We are specifically seeking the following items:

- Pencils and pens
- Notebooks
- Backpacks
- Markers and crayons
- Glue and scissors

Your support will help ensure that every student has the tools they need to succeed in their education. Contributions can be dropped off at [Insert Drop-off Location] by [Insert Deadline].

Thank you for considering our request. Together, we can make a significant difference in the lives of our students.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]