

# Dear [Recipient's Name],

I hope this message finds you well. As the new school year approaches, we at [Your Organization/School Name] are preparing to ensure that every student has the necessary supplies to succeed.

We are reaching out to our community for support in gathering back-to-school supplies for our students. Your generous contributions will help provide essential items such as notebooks, pencils, backpacks, and more, which are vital for students to start the year off right.

If you are able to assist, please consider donating the following items:

- Backpacks
- Pencils and pens
- Notebooks and paper
- Rulers and scissors
- Art supplies

Donations can be dropped off at [Drop-off Location] or you can contact us at [Contact Information] to arrange for pickup.

Thank you for your support in helping our students thrive this school year. Together, we can make a difference!

Sincerely,

[Your Name]

[Your Title]

[Your Organization/School Name]