

Donation Request Letter

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to seek your support for our school's sports activities. At [School Name], we believe that sports play a vital role in the development of our students, promoting teamwork, discipline, and physical fitness.

This year, we aim to enhance our sports program by providing new equipment, uniforms, and training resources. However, we need the support of our community to make this possible. That is why we are requesting your generous donation to help us achieve our goals.

Your contribution would not only help our students but also strengthen the bond between [Company/Organization Name] and our local community. We would be happy to showcase your support through banners at our events and recognition in our school newsletter.

Thank you for considering our request. We would be grateful for any support you can provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Position]

[School Name]