

Request for Donation to Support After-School Programs

[Your Name]

[Your Title/Position]

[Your Organization/School Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of [Your Organization/School Name] to request your support for our after-school programs that benefit students in our community. These programs are designed to provide a safe and enriching environment for children to learn, grow, and explore their interests after school hours.

As we continue to enhance our offerings, we rely on the generosity of community partners like you. We are seeking donations in the form of [specific items, funds, or resources] to help us sustain and expand our programs. Your contribution will have a direct impact on the lives of our students by [specific benefits of the donation].

We would greatly appreciate your consideration of our request. Together, we can make a significant difference in the lives of children in our community. If you have any questions or

would like to discuss this further, please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and support!

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/School Name]