

Community Support Request

Date: [Insert Date]

Dear [Community Member/Business Name],

We hope this message finds you well. We are reaching out on behalf of the [School Name] Parent-Teacher Association (PTA) to seek your support for our upcoming event, [Event Name], scheduled for [Event Date].

This event aims to [briefly explain the purpose of the event, e.g., raise funds for school programs, foster community engagement, etc.]. We believe that your involvement would greatly enhance our efforts and make a significant impact on our school community.

We kindly request the following types of support:

- Donations of goods or services
- Sponsorship opportunities
- Volunteers for event coordination

Your generous support will help us achieve our goals and ensure the success of [Event Name]. In recognition of your contribution, we will be happy to feature your name/business in our advertising materials and at the event.

Thank you for considering our request. We would be thrilled to have you as a valued partner in this endeavor. Please feel free to contact us at [Contact Information] for further details or to discuss how you can support us.

Sincerely,

[Your Name]

[Your Position]

[School Name] PTA