

# Donation Request for After-School Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization Name], an organization dedicated to providing valuable educational experiences to children in our community through our after-school program.

As you may know, our program offers various activities designed to enrich the academic and personal growth of our students. However, in order to enhance our curriculum and provide essential educational materials, we are in need of resources that can greatly benefit our students.

We are reaching out to request your support in the form of donations for educational materials such as books, supplies, and learning tools. Your generous contributions will help us create a stimulating and supportive learning environment for our children.

We believe that with your help, we can make a significant impact in the lives of the young learners in our community. If you would like to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We truly appreciate your support and commitment to education.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]