

Donation Request for After-School Program Supplies

Date: [Insert Date]

Dear [Donor's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization/School Name]. We are dedicated to providing a supportive and enriching environment for our students through our after-school program.

As you may know, our program offers various activities, including [briefly mention activities, e.g., tutoring, arts and crafts, sports], which help foster a love of learning and personal growth among our students. However, to continue providing these valuable experiences, we are in need of supplies.

We are reaching out to request your support in the form of donations. Specifically, we are looking for [list specific supplies needed, e.g., art materials, sports equipment, educational games]. Your generous contribution would make a significant impact on our program and the lives of the children we serve.

If you are interested in supporting our after-school program, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We would be happy to discuss this in more detail and explore how you can help.

Thank you for considering our request. Your support can help us create a brighter future for our students.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/School Name]

[Your Address]

[Your Phone Number]

[Your Email Address]