

[Your School's Name]

[Your School's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Business Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We hope this letter finds you well. We are reaching out to you on behalf of [Your School's Name] as we prepare for our annual fundraising event, the [Event Name], scheduled for [Event Date]. This event plays a crucial role in supporting our programs and activities for our students.

Your generous contribution can make a significant impact. We are seeking donations in the form of cash, gift cards, or items for our silent auction. Your support will help us enhance educational opportunities and provide vital resources for our students.

As a token of our appreciation, we would be happy to recognize your generosity during the event and in our promotional materials. We believe that your involvement would not only benefit our students but also show your commitment to our local community.

Thank you for considering this opportunity to support [Your School's Name]. We look forward to collaborating with you to make this event a success. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your School's Name]