

[Your Name]
[Your Position/Title]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [School Name] to seek your support for our upcoming fundraising initiative aimed at [briefly describe the purpose of the fundraising, e.g., enhancing educational resources, funding extracurricular activities, etc.].

Our goal is to raise [specific amount] by [date] to [explain what the funds will be used for]. We believe that with your support, we can make a significant impact on our students' education and overall school experience.

We would be truly grateful if [Recipient's Company/Organization] would consider contributing [specific amount or type of support, e.g., a monetary donation, in-kind contributions, sponsorship, etc.]. In return, we are happy to acknowledge your generosity through [mention any recognition opportunities, e.g., social media shout-outs, event signage, newsletters, etc.].

Thank you for considering our request. Should you have any questions or require further information, please do not hesitate to reach out to me at [your phone number] or [your email address].

We appreciate your time and support!

Sincerely,

[Your Name]
[Your Position/Title]
[School Name]