

[Your School's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. We are reaching out to share exciting news about [School Name] and our upcoming fundraising initiative, [Fundraising Event Name], which will take place on [event date].

The funds raised will go directly towards [specific purpose, e.g., enhancing our arts program, updating technology, supporting extracurricular activities]. With your generous support, we can make a significant impact on our students' educational experiences.

We invite you to consider making a donation to support our cause. Your contribution, no matter the size, will help us reach our goal of [fundraising goal amount]. Additionally, donations of [specific items or services] are also greatly appreciated.

As a token of our gratitude, all donors will be recognized in our event program and on our school website, as well as receiving updates on how your contribution is making a difference.

Thank you for considering supporting [School Name]. Together, we can create an enriching environment for our students. If you have any questions or would like to get involved, please don't hesitate to reach out at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]