

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

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [School Name] to request your support for our upcoming fundraiser, [Fundraiser Name], scheduled for [Date]. This event aims to [briefly describe the purpose of the fundraiser, e.g., raise funds for school supplies, extracurricular activities, etc.].

Every donation, no matter the size, plays a crucial role in enhancing the educational experience for our students. We are looking for contributions in the form of [specific items, cash, or services], which will directly benefit our students and the programs we offer.

In recognition of your generosity, we will [mention any promotional opportunities, such as showcasing the donor's name at the event, including them in promotional materials, etc.].

Thank you for considering our request. Your support can make a significant difference in the lives of our students, and we would be grateful for your assistance. Please feel free to reach me at [your phone number] or [your email address] if you have any questions or require further information.

Warm regards,

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