

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

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [School Name] to request your support for our upcoming [event/campaign/program], which aims to [briefly describe the purpose and goals].

As a vital part of our community, [Donor's Organization/Company Name] has continually demonstrated a commitment to [mention any relevant support they've provided in the past or community involvement]. We believe that your contribution could make a significant impact on our students and their educational experience.

We are seeking donations of [specific items, monetary support, or services] to help us achieve our goals. Your generosity will directly support [explain how the donation will help, e.g., specific programs, facilities, resources for students].

We would be grateful if you could consider supporting our efforts. We are looking to raise [specific amount] by [deadline]. Any help you can provide would be greatly appreciated.

Thank you for considering our request. We would be thrilled to discuss this further or recognize your support in our [event/publication].

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[School Name]