

[Your Name]  
[Your Title/Position]  
[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 share an exciting opportunity for you to support our efforts in [specific purpose or project, e.g., enhancing our science program, rebuilding playgrounds, funding scholarships etc.].

As we strive to provide the best educational experience for our students, we recognize that community support plays a vital role in achieving our goals. This year, we are aiming to raise [specific amount of money, e.g., \$10,000] to [describe purpose, e.g., purchase new equipment, provide resources, or improve facilities].

We would be grateful if you could consider making a donation to help us reach our goal. Your contribution will directly impact our students by [explain how donations will be used, e.g., providing learning materials, expanding extracurricular programs, etc.].

Every donation, no matter the size, makes a difference. As a token of our appreciation, all donors will receive [mention any recognition or incentives, e.g., acknowledgment in our newsletter, name on a donor wall, etc].

If you would like to make a donation, please send a check made out to [School Name] or visit our website at [website link] where donations can be made securely online. Should you have any questions, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity to support [School Name]. Together, we can make a lasting impact on our students' educational journey.

Warm regards,

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