

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

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [School Name]. We are committed to providing our students with a high-quality education and enriching experiences that support their growth and development.

This year, we have set ambitious goals to enhance our [specific program or project, e.g., arts program, STEM initiatives, sports facilities] that directly benefits our students. However, to achieve these goals, we need your support.

We are reaching out to seek a donation of [specific amount or items] to help us [explain how the donation will be used and its impact]. Your generous contribution would make a significant difference in the lives of our students and help us foster an environment where they can thrive academically and personally.

We would be grateful for any support you can provide and would be happy to recognize your generosity in our school newsletter, website, and at our upcoming events.

Thank you for considering our request. If you have any questions or would like to discuss this further, please feel free to contact me at [Phone Number] or [Email Address].

Warm regards,

[Your Name]
[Your Position]
[School Name]