

[Your Name]
[Your Position]
[Your School's Name]
[School's Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your School's Name] to request your support for our upcoming fundraising efforts.

Our school is committed to [briefly describe the purpose of the fundraising, e.g., enhancing student resources, supporting extracurricular activities, etc.]. We are organizing [describe the event or initiative, e.g., a community fair, bake sale, etc.], scheduled for [date of the event]. Our goal is to raise [amount of money you aim to raise] to [specific purpose for the funds].

We would greatly appreciate any support you can provide, whether it be [suggestions for support, e.g., donations, sponsorship, prizes, etc.]. Your contribution will significantly impact our students and the community.

Thank you for considering our request. We would be happy to acknowledge your support in our promotional materials and at the event. Please feel free to contact me at [your phone number] or [your email address] for any further discussion.

We look forward to the possibility of partnering with you to make this event a success.

Warm regards,

[Your Name]
[Your Position]
[Your School's Name]