

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out on behalf of [School Name] to request your support for our upcoming fundraising campaign, [Campaign Name], aimed at [briefly describe the purpose of the fundraiser, e.g., enhancing educational programs, providing resources for students, etc.].

[Provide a brief overview of the school and the importance of the fundraising effort. Include any relevant statistics or success stories that highlight the impact of previous fundraising efforts.]

We are seeking [specific support, e.g., monetary donations, in-kind contributions, sponsorship, etc.], which will directly benefit our students and community. Your generous contribution will help us [explain how the funds will be used, e.g., purchase new equipment, fund scholarships, etc.].

We would greatly appreciate your consideration of this request. Should you choose to support our cause, we would be more than happy to recognize your generosity in our promotional materials and activities associated with this campaign.

Thank you for taking the time to consider our request. We would love the opportunity to discuss this further and explore how you can be part of this important initiative.

Warm regards,

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