

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. We are excited to announce our upcoming fundraising event, [Event Name], which will take place on [Event Date] at [Event Location]. The primary goal of this fundraiser is to support [specific purpose, e.g., new school facilities, sports equipment, educational programs].

We would greatly appreciate your support by [mention how the recipient can assist, e.g., making a donation, sponsoring a specific activity, volunteering]. Your contribution will have a significant impact on our school community and help us achieve our fundraising goals.

We invite you to join us for an enjoyable day filled with [brief overview of the event activities, e.g., games, food stalls, raffle prizes]. It promises to be a fantastic opportunity to connect with the community while supporting our school.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity to support our students and their future.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Phone Number]

[School Email Address]