## Sample Donation Request Letter

## {Insert PTA logo}

{Date}

Community Business

123 Anywhere Ave.

Suite 123

Anytown, State 09876

Dear {Contact Name},

In collaboration with community partners, the {Insert name of PTA} is hosting a {Insert name of event} as part of our celebration of National PTA’s *Take Your Family to School Week*. The event will take place {Insert date and time}, and will support student success through {Insert description of event} and increasing family engagement.

As a valued local business and community leader, we are writing to ask for your support providing {Insert funds or specific name of donated goods or services} to support {Insert name of PTA}’s {Insert event or program}.

Your {Insert “participation as a sponsor or exhibitor,” “cash donation,” or “donation of goods or services”} will help ensure that {Insert description of program goals}. We anticipate reaching {Insert number} students and families through this event. It is part of a nationwide effort by PTA to help all children reach their full potential through family-school partnerships.

Don’t miss this chance to support student success in our community and help all children reach their full potential. We look forward to your participation in {Insert program or event} as part of our *Take Your Family to School Week* celebration on{repeat date, time and location details}.

We will follow up this request with a phone call or visit. In the meantime, if you have any questions or need further details, contact {PTA President or other contact person}.

Sincerely,

[Signature]

{PTA President}