**SAMPLE DONATION SOLICITATION LETTER**

Dear [INSERT NAME],

Did you know that careers in science, technology, engineering and mathematics (STEM) are growing faster than all other fields? Do you know that U.S. companies currently have more STEM job openings than qualified applicants? Do you want to help [Insert School Name] students be part of the solution?

We are looking for donations to help us recruit students and families to attend [Insert PTA Name]’s STEM *+* Families Tech Night, sponsored by Microsoft at [Insert Time] on [Insert Date] at [Insert Location]!

At our Tech Night, students and parents/guardians will work together to see how much fun technology can be. This early “spark” can help promote a lifelong interest and appreciation for STEM subjects. Parents will also learn simple things they can do at home to foster their student’s continued interest in STEM. Most importantly, families will get the chance to **connect with the community as** **we learn and play together**.

Your donation of funds, products or services can help us recruit and attract more families to attend our STEM + Families Tech Night. We know how important technology can be and would love your help in involving as many students and families as possible in our event.

If you are interested in learning more about making a donation, please contact [INSERT NAME] at [INSERT Phone Number or Email].

Sincerely,

[Insert PTA President’s Name]

[INSERT EMAIL AND PHONE NUMBER]