Sample Donation Request Letter

Name of potential donor

Title of potential donor

Business name

Street Address

City, State, Zip

Date

Dear [name of potential donor],

I am writing to you on behalf of Sunset Lane PTA. The school PTA is currently planning our Christmas Fundraising Event —The Jinglebell Challenge which takes place on December 1st. This will consist of an afternoon of fun for the children and their families. Previous events have always proved very popular.

Money raised at the event will be used to refurbish our technology lab which currently houses outdated equipment from 2005.

We were hoping that [name of business] might be willing to supply us with a prize for our raffle. [Name of business] gift baskets are always popular but any suitable product you could donate to us would be much appreciated.

If you are able to help, please send you donation direct to the school at the address above. If you require additional information, please contact me at the school address or email yourname@pta.com

Thank you in advance and best wishes from everyone at Sunset Lane Elementary School.

Your sincerely

Your Name

Sunset Lane Elementary PTA