DATE

NAME

Organization

Address

City, State, ZIP

Dear NAME,

I am writing on behalf of the [Organization] to request a donation for our [Event] scheduled for [Date]. At this event, typically attended by about [give numbers of attendees or students helped], we [Describe the event details]. The event proceeds will help pay for [Describe how the funds will be used].

We would greatly appreciate any donation you can make. Should you make a donation for the [Event], your business will be recognized [Describe where it will be placed] at the event as well as in the school newsletter. We will also provide a donation receipt letter with the [Organization or PTO’s] tax exempt ID number for your records.

If you have any questions or need further information, please contact me at (555) 555-5555 or at [Email address]. On behalf of the students, parents, and faculty of [Organization Name], thank you for your consideration.

Sincerely,

Name

Title

Organization Name

DATE SAMPLE

NAME

Organization

Address

City, State, ZIP

Dear NAME,

I am writing on behalf of the Canyon del Oro High School PTO to request a donation for our silent auction scheduled for September 15. At this event, typically attended by about 300 community members, we auction off gift cards, merchandise, and services generously donated by businesses like yours. The event proceeds will help pay for much-needed computers for our students.

We would greatly appreciate any donation you can make. Should you make a donation for the silent auction, your business will be recognized on auction displays at the event as well as in the school newsletter and website. We will also provide a donation receipt letter with the PTO’s tax exempt ID number for your records.

If you have any questions or need further information, please contact me at (555) 555-5555 or at cdoparentorg@gmail.com. On behalf of the students, parents, and faculty of CDO High School, thank you for your consideration.

Sincerely,

Susie Smith

Silent Auction Chairwoman

CDO PTO