[Date]

Dear Mr. or Mrs. [prospective donor’s name],

At the [name of school]’s Technology Student Association (TSA) Chapter, we support student members who strive to succeed in science, technology, engineering, and math (STEM) and related fields, with the tools and resources they need to prepare for tomorrow’s workforce.

[If this letter is requesting a general donation to the chapter, consider including your chapter’s accomplishments, community service projects, impact on school, etc. here.]

[National TSA](http://www.tsaweb.org/) is a non-profit career and technical student organization (CTSO)—recognized by the U.S. Department of Education—with more than 250,000 student members across the United States and 3,000 of them right here in Kentucky. TSA prepares middle school and high school students for STEM careers through leadership development, competitions, conferences, and more.

Of course, this would not be possible without the generous support of our community of [name of city or county]. To continue offering student members top-notch STEM education, we request a donation from the [name of business] to the [name of school] TSA Chapter.

Thank you in advance for any contribution you are able to make at this time via a check payable to [name of check recipient] or through this link: [online donation portal]. If paying by check, please send check to: [name and address].

If you have any questions, please contact [Name of school] TSA Chapter Advisor [name of chapter advisor] at [phone number] or [email address].

Sincerely,

[Chapter Advisor Name]  
[Name of school]’s TSA chapter advisor