(WESD Letterhead)

Date

Name

Organization   
Address 1

Address 2

Dear Mr./Mrs./Ms.,

This letter is to request a donation of \_\_\_\_\_\_\_\_\_(item)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be used for \_\_\_\_\_\_\_\_\_(event/activity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School, \_\_\_\_\_\_\_\_\_(address)\_\_\_\_\_\_\_\_\_. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(event/activity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(day, date)\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(such as reward students for …, recognize outstanding…)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School serves \_\_\_\_\_ students in \_\_\_\_\_\_\_\_\_\_\_\_(grade levels). We are part of the Washington Elementary School District which serves 24,000 students in north central Phoenix and east Glendale. We would be delighted to recognize your generous contribution in our event program.

Thank you for your consideration. Please contact me if you have any questions at 602-\_\_\_-\_\_\_\_.

Sincerely,

Principal/Assistant Principal