DATE

NAME

Organization

Address

City, State, ZIP

Dear NAME,

I am writing on behalf of the Lindbergh Elementary School PTA to request a donation for our Holiday Boutique Baskets which are raffled off at our annual Holiday Boutique on November 11th, 2017. At this event, typically attended by many community members, we raffle off gift baskets created by each classroom filled with gift cards, merchandise, and services generously donated by businesses like yours. The basket proceeds will help pay for much-needed supplies for our teachers and students.

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

If you have any questions or need further information, please contact me at (\_\_\_) \_\_\_-\_\_\_\_ or at \_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL ADDRESS. On behalf of the students, parents, and faculty of Lindbergh Elementary, thank you for your consideration.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name

Lindbergh Parent

Lindbergh Elementary PTA