

Letter Head

Date

Name of Organization
Organizations Address
Zip Code

Attn:

Dear _____,

The _____ **Booster Club, PTO, PTA** hosting the _____ (type of activity). This _____ (name of event) is scheduled for _____ (date) at the _____ (place).

We are contacting businesses such as yours to request donations for _____ (purpose). We also welcome any promotional items you would like to donate such as _____ (list items), and any other fun and useful items for the participants. Any donation you make will be greatly appreciated.

Please know that your establishment will be recognized on the program agenda. We anticipate a full house of approximately _____ (number of participants) **members or participants**.

Thank you in advance for your consideration and generosity. Please contact _____ (name) for any additional information or to coordinate pick up of items at _____ (phone) or (email address).

The _____ **Booster Club, PTO, PTA** is a 501 (c)(3) organization. Attached you will find a copy of the organizations letter of determination and the tax identification number issued by the IRS so that you may use for tax purposes.

Sincerely,

Name
Title

Cc: **Principal**
Sponsor