

Letter Head

Date

Name of Organization  
Organizations Address  
Zip Code

Attn:

Dear \_\_\_\_\_,

The \_\_\_\_\_ **Booster Club, PTO, PTA** is hosting the \_\_\_\_\_  
\_\_\_\_\_ (name of event). 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,** is **not** a tax exempt organization  
with the IRS and cannot provide your organization with a federal tax identification  
number, therefore your donation cannot not be claimed on your annual tax report to  
the IRS.

**Donors should check with their tax-advisor for the donation's tax status when donating to a PTA, PTO, or booster club.**

Sincerely,

**Name**  
**Title**

Cc: **Principal**  
**Sponsor**