

Hello,

My name is _____ and I am writing to you on behalf of the students, staff, parents and P.T.O. of _____ (name of school) . We are looking for area businesses that would like to opportunity to sponsor our school in its efforts to raise the funds to buy a more effective signage system that is easy to see and will create instant visual communication to help students and guests from the community navigate through the hallways with ease and confidence. Currently, our signage is hard to see and varied in location (or describe your school's personal situation) making it hard for guests to find their way around easily.

*We are reserving room to list the first _____ (put a number pending your funding needs) businesses that are willing to donate a set amount of _____ (a dollar amount). We realize this is a big request, but in return for your generosity, **we will list your business in a prime location in our school every day for many years, recognizing your support of the local school district with your business name listed as a proud sponsor.***



This would be a great time to promote your business to the many people that visit our school(s) on a daily basis, at the same time supporting our school community. Our organization is a non-profit organization, so your donation is fully tax-deductible. Should your business want to take advantage of this unique opportunity, we will send a thank you letter in return with our tax I.D. number that will serve as your receipt for tax purposes. In addition, we would like to recognize your support in our monthly newsletter. If you have any questions, or need any additional information please feel free to contact me any of the following ways below.

On behalf of our students, staff, parents and PTO of _____ (school), I thank you for taking the time to consider our request.

Sincerely,

your name
Donation Chair
your email
your phone #