[Date]

[Name of donor or representative]

[Donor or representative title (if applicable)]

[Company name (if applicable)]

[Address]

Dear [Name or To Whom It May Concern]:

My name is [insert your name] and I [am the X for X school/am a member of the X club at X school in the Hillsboro School District].

Our [school/club] is currently soliciting donations to help support [insert brief description of the fundraising effort or donation request, if you want something other than money. Include a concrete description of what you’re trying to accomplish. **Example**: “Our theater troupe is currently soliciting donations to support our upcoming musical *All That Jazz*. Through other fundraising efforts, we have already raised $1,200 of the $5,000 we need to make the show a reality. Below is a list of what would really be helpful to us as we strive to reach our goal:

* **Money**. A donation of $100 will buy the costumes for 5 of our 30 actors; a donation of $250 will buy the materials to build 1/3 of our set; etc.
* **Materials**. Lumber, nails, paint, brushes, drop cloths, scrap fabric, etc.
* **Volunteers**. Volunteers who are willing to help make costumes or build and paint sets are needed to assist students and parents.

Individuals or businesses that donate money or materials valued at $250 can receive a 2”x3” advertising space in our playbill, or may simply be listed in the program among other donors. No other goods or services will be given in exchange for the donation.”]

[Insert additional information about what the value of the program/effort is to your school/club/students/the community and why the individual/organization might be interested in supporting it.]

Thank you very much for your consideration. If you have questions or would like more information about our [school/club/project/etc.], please feel free to contact me at [insert e-mail address and/or phone number] or visit our website at [insert web address].

Sincerely,

[Signature]

[School/club representative name and title]