

**[Local School Letterhead]**

**[Date]**

**[Recipient Name]**

**[Title]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

**[Your School Name]** PTA is a local based service organization serving the needs of children in **[Your School District]**. We are seeking a donation for **[explain what the request is for]**. **[Name of the Event]** will be held on **[Date of Event]**.

Your company can help us by providing funds in the form of a grant or by donating goods and services. The **[Your School Name]** is covered under the Utah State PTA is a 501 (c) 3 corporation so all donations can be tax deductions. This tax number can be provided upon request.

I will contact you on, **[Date]**, to answers questions that you might have in regards to this donation. If there are any questions that you need addressed sooner, I can be contacted at **[Your phone number]**.

Thank you in advance for your support.

Sincerely,

**[Your Name]**

**[Title]**

**[Contact phone]**

**[Email address]**