September 8, 2013

{Recipient Name}

{Title}

{Company}

{Street Address}
{City, State, Zip}

RE:    Donation Request for {My Charity Event}

{Salutation}:

I am writing to you on behalf of the Roscoe Parent Teacher Organization (PTO) to request a donation for an upcoming fundraiser that is scheduled for {Date / Time Here}. We are planning to provide refreshments for the guests and are seeking donations from local companies.

We estimate that approximately 400 students and family members will attend the event. We would greatly appreciate any donation that you can offer. In acknowledgement of your generous donation, we will recognize your contribution on our PTO website and the event flyer, which will reach the families of all students enrolled in our schools.

On behalf of the students, parents, and faculty of the schools in the Kinnikinnick School District, thank you for your consideration and support.

Sincerely,

{Sender}