

Sample Donation Request Letter for School

From: James Flores
3918 Glory Road
Moline, Illinois 70182
+1 144-293-2340

[Date]

To: Todd Butler
036 Lyon Avenue
Longview, Texas 49263

Dear Mr. Butler,

My name is James and I work at Grandview School as an English teacher. Each year we welcome a new class of eager and bright students that we're so excited to get to know. We work hard to make sure we provide amazing learning opportunities and engaging events to bring our school's community together.

This year, we are trying to do a chess tournament. We think that it will create a healthy competitive atmosphere and help some of our less extroverted students to make new friends. Also, some of them are showing very promising results and are aiming to participate in the Longview Chess Tournament.

However, due to our school's budgetary constraints, we had to cut back on school supplies. While we strive to offer our students the best education possible, we need the resources and supplies to keep our chess club running.

We would like to ask that you help us continue the chess club by donating \$100.

If you choose to contribute to our school, you will give more than just money. You'll be a hero to the students who will be able to pursue their dream of becoming professional chess players.

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Peipei Pang



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