

PTA Reflections® Celebration

Donation Request Letter

<Insert PTA logo>

<Date>

<RETURN ADDRESS>

Dear <Contact Name>,

In collaboration with community partners, the <Insert name of PTA> is hosting a PTA Reflections Celebration students at <SCHOOL NAME>. The event will take place <DATE & TIME> and will support student success by providing positive recognition to students who explore the arts while increasing family engagement.

As a valued local business and community leader, we are writing to ask for your support providing <Insert funds or specific name of donated goods or services> to support <PTA NAME>'s Reflections student art exhibit and awards ceremony.

Your <Insert "participation as a sponsor or exhibitor," "cash donation," or "donation of goods or services"> will help ensure that students receive encouragement to be engaged in their own learning. We anticipate reaching <Insert number> of students and families through this event. It is part of a nationwide effort by PTA to help all children reach their full potential through family-school partnerships.

Don't miss this chance to support student success in our community and help all children reach their full potential. We look forward to your participation in the PTA Reflections Celebration, on <repeat date, time and location details>.

We will follow-up this request with a phone call or visit. In the meantime, if you have any questions or need further details, please contact <PTA President or other contact person>.

Sincerely,

[signature]

<TITLE>