# Sample Donation Request Letter

Date

Name of Potential Donor Address City, State, Zip Code

Dear \_\_\_\_\_:

On April 25, 2012, the Anatomy students at La Serna High School in Whittier are running a Health Fair during the school day for our freshmen students to attend. I am involved with a booth that will educate students about (fill in your booth's topic here). To encourage the students to visit our booth and to remember our information, we would like to give away (fill in the item). My team and I would greatly appreciate your support in the form of a donation.

I would like to request the donation of \_\_\_\_\_ and/or your monetary sponsorship of this educational event. (If you are asking for a donation of items (indicate a # 80-100) and/or money, provide as much detail as possible to let the potential donor know how the donation will be used.) A tax i.d. number is available upon request.

Thank you for your willingness to assist with this valuable project. (Describe how person/ business will be acknowledged for their contributions – sponsorship wall, promotional flyers/ posters, or t-shirts, for example.)

Sincerely,

Your Name
Organization with which you are affiliated – indicate contact info here)

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