

Sample Letter

Request for Donations

Use Your School's Letterhead

Date

ABC Hardware
1111 West 20th St.
Chicago, IL 60666

Dear Mr. Smith:

The children in 3rd and 4th grades of Hawthorne School have planned a school garden that will include a rainbow and poetry garden. They are hoping to install the garden as soon as May Day arrives and they are asking for your help.

Please consider donating some of the tools we will need to build this brand new garden. We need hand trowels, rakes and hoes for our 30 students, 10 of each—or whatever you are able to provide us.

We will have a groundbreaking ceremony on May 1, 2004 in the garden in front of the school on 19th Street. You and your staff are invited to help break ground for the first plants that will go in. The ceremony starts at 10 a.m. Hope you can join us!

Many thanks for your help,

Ms. Susan Jones and the students of the 3rd and 4th of Henderson School

(List your contact information, including telephone number.)

Tip: Have students sign names here or provide a large poster with names, drawings, etc. Include a drawing of the garden plan and ask the donor to select one or more to donate or the cash equivalent.