**Sample 4 – Donation Solicitation**

School Letterhead

This is a sample/template of a letter that could be used to solicit donations from local companies or organizations for funds or supplies needed to host College & Career Fair.

Date

Dear Contact Name or Organization/Company,

I am writing to you on behalf of Name of High School. This year our school is excited to host a College & Career Fair. At this event, college admission representatives and industry professionals, both local and from more distant places, are all gathered in one place with the goal of helping students learn about a variety of careers and the educational pathways to those careers.

Hosting this event, for over XXX students and their parents, involving over XX companies and XX colleges and training programs is a large undertaking.

A donation from Company Name will go directly to support our school, and make this event possible. Explain How You Will Use the Donation. Your donation will help students learn about education and career pathways and remind them of the support they have in their community. Examples of items or services needed include water bottles, lunches/refreshments for volunteers working at the event, disposable tablecloths, sign printing, and prizes for students who participate in the event…

We also invite you to join us during the event. [Insert Event Schedule].

Thank you for considering our request. If you would like to make a donation, or would like further information, please feel free to contact me at Contact Information.

Sincerely,

Name

Title