Donation Solicitation

School Letterhead

Date

Dear Contact Name or Organization/Company,

I am writing 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 gather with the goal of helping students learn about a variety of careers and the educational pathways to those careers.

We expect over XXX students and their families, over XX companies, XX colleges, and XX training programs. Since an event of this size is such a large undertaking, we are asking for company dona- tions to make this event a success. Explain How You Will Use the Donation. Your donation would help students learn about education and career pathways and remind them of the community support they have. Examples of items or services needed include water bottles, lunches/refreshments for volun- teers working at the event, disposable tablecloths, sign printing, and prizes for students who partici- pate 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 more infor- mation, please feel free to contact me at Contact Information.

Sincerely,

Name Title