## Donation Request Letter

School Letterhead

Date

Dear Contact Name/organization,

I am writing to you on behalf of the senior class of Name of High School. This year our school is excited to celebrate our seniors and their college decisions on Senior Signing Day. While some schools hold similar events for the students signing athletic scholarships, we want to celebrate all our seniors who’ve made higher education plans. Additionally, the event helps build a college-going culture at our school.

We’re requesting donations from the community to help make this event possible. Explain How You Will Use the Donation. Your donation will help students celebrate the college-going process and show them how the community supports these efforts.

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

Thank you for considering our request. If you would like to make a donation, volunteer in any way with Senior Signing Day, or would like more information, please contact me at Contact Information.

Sincerely,

Name

Title

Name High School

(xxx) xxx-xxxx