## College Donation Request Letter

#### [School Letterhead]

Date

Dear Contact’s Name or Institution,

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 by hosting a 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 will host our Senior Signing Day on Date and Time and invite you to join us to help build a college-going culture and raise awareness about postsecondary options for our students. We would be honored to have your support for our event. Included here is a list of seniors who plan to attend Name of Institution, and we would like to respectfully request any pro- motional items to present to these students during the event, such as t-shirts, pennants, stickers, water bottles, etc.

If you or any of your colleagues at Name of Institution are interested in attending or presenting, or if you have any ques tions, please contact me at phone or email. Thank you for considering our request.

Sincerely,

Name

Title

Name High School

(xxx) xxx-xxxx