DATE

NAME

Organization

Address

City, State, ZIP

Dear NAME,

I am writing on behalf of the ABC Elementary PTO to request a donation for our silent auction scheduled for September 15. At this event, typically attended by about 300 community members, we auction off gift cards, merchandise, and services generously donated by businesses like yours. The event proceeds will help pay for much-needed upgrades to the school playground.

We would greatly appreciate any donation you can make. Should you make a donation for the silent auction, your business will be recognized on auction displays at the event as well as in the school newsletter. We will also provide a donation receipt letter with the PTO’s tax exempt ID number for your records.

If you have any questions or need further information, please contact me at (555) 555-5555 or at EMAIL ADDRESS. On behalf of the students, parents, and faculty of ABC Elementary, thank you for your consideration.

Sincerely,

Susie Smith

Silent Auction Chairwoman

ABC Elementary PTO