

Generic letter (you don't have a specific contact or know the person well):



773-327-1115 • 2214 North Bissell Street, Chicago, Illinois

[Insert date]

To Whom It May Concern:

Park West Cooperative Nursery School has a citywide reputation for excellence. Founded in 1971, this outstanding school offers a nurturing and stimulating program for children ages two through five years old and their families. Currently, more than 100 children from many Chicago neighborhoods are enjoying their first school experience at Park West.

I am writing to request a donation for Park West's 2026 Gala and Auction. Like many schools, tuition at Park West does not cover the full operating cost. Park West parents hold fundraising events to raise money for the school's expenses and to provide financial aid to students.

More than 200 people from the Chicago area are expected to attend our event in February, meaning [insert company] will receive valuable exposure to new customers. All donated items and experiences are showcased in our online and printed programs, where we can include a picture of [insert item you're requesting], [insert company]'s logo, and a link to your website.

If you would like to donate an item or service, please contact me at the phone number or email address provided below. I am happy to provide you with further information on our school, the Gala and Auction, or assist you in any way that I can. (Please note that I've attached this request on the school's letterhead in case you need a printed copy.) Our deadline for receiving donations is December 12, 2025.

Thank you in advance for your support!

Sincerely,

[Insert signature]
Park West Parent
[Insert phone number]
[Insert email address]