

Email Template to send out to companies requesting donation

Dear [BUSINESS NAME]-

My name is [NAME], and my child[ren] attend(s) Banyan Elementary School in Newbury Park. I'm reaching out on behalf of our school's PTA to see if your business would consider supporting our upcoming Online Auction with a donation. Each year, we organize this event to raise funds for vital school programs, including art, music, physical education, and field trips, as well as to provide our teachers with much-needed classroom supplies.

I am representing [TEACHER] and their [GRADE] grade class, and we are collecting items for our [THEME] basket. [ENTER A PERSONALIZED TOUCH HERE -FOR EXAMPLE: My family absolutely loves going mini golfing at Golf n' Stuff, so naturally I thought a gift certificate would make a fantastic addition to our basket!] We welcome donations of any kind, including gift certificates, merchandise, services, tickets, or classes. I am happy to arrange for pickup of any donations if that is more convenient. We are hoping to receive all items by [DEADLINE]. The auction will run online from [DATE THE AUCTION IS OPEN].

Your donation will not only support our school but also receive recognition through our school's communication channels, including emails and social media platforms (website, Facebook, Twitter), reaching hundreds of families and community members.

Banyan Elementary has been inspiring young minds in Newbury Park for over 50 years, helping children excel academically, develop social responsibility, and build lifelong memories. Your generosity will directly impact our students and their educational experience. Thank you for considering our request.