Dear [Business Name],

My name is [Name], and my child[ren] attend Banyan Elementary School here in Newbury Park. I'm reaching out on behalf of our school's PTA to ask if your business might support our upcoming Online Auction with a donation.

Each year, the auction raises essential funds for programs that make a big difference in our students' education such as art, music, PE, field trips, as well as classroom supplies that help our teachers every day.

I'm representing [Teacher] and their [Grade] class, and we're putting together a [Theme] basket for the auction. [Add a personal touch here. For example: "My family loves a round of mini golf at Golf n' Stuff, so I thought a gift certificate would be the perfect addition to our basket!"]

We'd be so grateful for any contribution you are able to donate. Gift cards, merchandise, services, tickets, classes, or other items are greatly appreciated. If it's easier, I'd be happy to arrange pickup at your convenience. We're hoping to collect all donations by [Deadline], and the auction will run online from [Auction Dates].

Your generosity will directly support Banyan students and will be recognized through our school's communications, including email, our website, and social media, reaching hundreds of families and community members.

For more than 50 years, Banyan Elementary has been a place where kids learn, grow, and build lifelong memories. Thank you for helping us keep that tradition strong.

With Gratitude, [Your Full Name] On behalf of the Banyan PTA banyanpta91320@gmail.com