

Sample Text for Donation Request:

Dear **(Business Name)**,

My name is **(Insert Name)** and my children, **(Insert Child(ren)'s name)** are enrolled at The Schools of the Blessed Sacrament in Manhattan. This March our school will be holding its annual auction.

Our school is a pre-K through eighth grade Catholic elementary school with two campuses, one on the Upper West Side and one in Midtown West, which currently enrolls over 450 students. It celebrates diversity, strong ethical values, and the development of each child's academic potential. We integrate technology, the arts, music and physical education programs to provide a liberal arts education for the whole child.

I would like to ask if **(Business Name)** would donate **(Insert ideal donation)** to our school's auction.

A donation would be a great way to promote your company and a huge help to our school. Your business will be listed on our website which will be viewed more than 1000 individuals. Past donors have benefited greatly from this exposure. 80% of our attendees report becoming repeat clients and spending more than the actual donation.

A gift of any size would be greatly appreciated. I've attached a donation form which includes more information about the school. If you have any questions, feel free to reach out to me. I look forward to hearing from you.

Sincerely,

**(NAME)**

The School of the Blessed Sacrament Parent Association is recognized as a 501(c)(3) by the IRS and as such all contributions are tax-deductible as allowed by the law. Tax ID Number: 46-3673429