<Insert sender’s name here>

<Position, Organization>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Insert recipient’s name here>

<Position, Organization>

<Address>

Dear Sir / Ma’am,

Warm Greetings!

 Since 1994, October 5 has been declared “World Teacher’s Day”. This event commemorates the significance of teachers in nation-building and educating the people. This year, the theme for the celebration of World Teacher’s Day is [INSERT THEME HERE (e.g. “The Transformation of Education begins with Teachers”)].

 In line with this, [NAME OF SCHOOL] will conduct a full-day/half-day program to celebrate World Teacher’s Day. Organized by [NAME OF THE EVENT’S ORGANIZER (e.g. School’s Parent-Teacher’s Association, Supreme Student Government, Association of Teachers, etc.)], this event aims to honor and recognize the hardships, sacrifices, and efforts of all the educators and teaching staff of [NAME OF SCHOOL]. We are planning to have a raffle, games as well as a simple lunch and gift-giving to the teaching staff of the aforementioned school.

 On behalf of [NAME OF ORGANIZATION], I am writing to ask for your kindness to give any amount to help us turn to fruition our plans to celebrate World Teacher’s Day. Any amount will be highly appreciated. You may send the money through [SEND DONATION CHANNELS].

 We are looking forward to seeing you helping us honor our country’s educators.

 We are looking forward to your kind response to our request.

 Thank you!

Best regards,

[Signature over sender’s name]