<Name of the sender>

<Position>, Parents-Teacher Association

<Name of the School>

<Address>

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

<Name of the recipient>

<Position, Organization>

<Address>

Dear Madam / Sir,

 Good day!

 The Parents-Teacher Association (PTA) of [INSERT NAME OF SCHOOL] is [BRIEF DESCRIPTION OF THE ORGANIZATION].

 We are planning to hold [INSERT PTA PROJECT] for [INSERT BENEFICIARIES]. This project aims to [INSERT PROJECT OBJECTIVES].

 On behalf of the [INSERT NAME OF SCHOOL] PTA, we are asking for donations for the successful conduct of [INSERT PTA PROJECT]. Donated amounts will help us to finance the expenses such as [INSERT PROJECT FINANCES AND COSTS]. An estimated amount of [INSERT AMOUNT HERE] is needed for the success of the project.

 Any amount you will give to our cause will be highly appreciated. You may send the money through [INSERT DONATION LINES HERE].

 If you have any questions, please reach out to us via [INSERT PHONE NUMBER or EMAIL ADDRESS].

 Thank you!

Best regards,

[Signature over sender’s name]