

[School Letterhead or Logo]

[Date]

Dear [Recipient Name],

We are excited to announce our upcoming School Fundraising Event and cordially invite you to join us in supporting our mission to provide an enriching educational experience for all our students.

Event Details:

Date: [Event Date]

Time: [Event Time]

Location: [Event Location]

The goal of this event is to raise funds for [specific purpose, e.g., improving school facilities, purchasing new educational resources, supporting extracurricular programs]. Your generous support will directly benefit our students and help us continue to offer exceptional learning opportunities.

The evening will feature [briefly describe activities, e.g., games, performances, auctions, food stalls], providing fun and entertainment for the whole family and community members. We would be honored by your presence and valued contribution.

If you or your business would like to donate items, sponsor a segment, or volunteer at the event, please contact [Contact Name] at [Contact Information] by [RSVP Deadline].

Together, we can make a lasting difference in the lives of our students. Thank you for your continued support and commitment to our school's success.

Warm regards,

[Your Name]

[Your Title/Position]

[School Name]