

School Letterhead

Date:

Dear Parent:

Welcome to another school year at _____ School. We are truly excited about the great things we are doing at _____ School.

As you know, funding provided to us by the District permits us to provide a basic educational program. However, these funds are not sufficient to allow us to provide some of the programs and experiences we would like to provide to your child.

The educational program offered by the District can be enhanced with your help. _____ School is conducting a school-wide fundraising drive to raise funds that will supplement those provided by the District to pay for various educational field trips we will take this year. Your participation in this worthy effort will help us to raise funds to enhance the educational program provided by the District.

This letter is a request for a contribution. We want you to know that such contribution is strictly voluntary. If, for any reason, you are unable to pay, your child will not be prevented from participating in the various field trips this year. If you are able to help, please make your check payable to _____ School.

Again, with your help and understanding, we can provide a greatly enhanced educational program. Please join me and (School Advisory Chairperson/PTSA President) in supporting this worthwhile cause.

Sincerely,

Principal

School Advisory Chairperson