

Hi [NAME],

My child attends The 30<sup>th</sup> Avenue School (AKA Q300), a K-8 public school in Queens that serves children from throughout New York City. [\[If applicable, mention any connection to the organization/business\]](#).

The reason I am reaching out to you is because Q300 is going on its 10<sup>th</sup> year anniversary. We are very excited and preparing for a big Carnival celebration on June 1st, along with a Fundraiser in the form of an Online Auction from June 1st until June 12th. We are wondering if [\[BUSINESS NAME\]](#) is able to make an auction donation (gift certificate, etc.) to support our carnival, and/or perhaps to become a sponsor for our school. We love [\[BUSINESS NAME\]](#) and we would love to help promote [\[BUSINESS NAME\]](#) while raising money to help the school!

The money we raise helps fund enrichment programs for our students such as art and music classes, funds for our teachers for supplies and other resources, and a fund to offset field trip fees for students in financial need. Your donation not only supports a public school, it showcases your business to our community of about 500 families, all of whom live and work in New York City, as well as to our neighbors, families, and friends, many of whom bid in our online auction.

Our deadline for donations is Monday, May 20th. To donate an auction item, you can directly input details using this [online form](#), or, if you prefer, reply to this email to let me know. You can view the formal letter from our PTA [here](#).

Thank you so much for your consideration! Please let me know if you have any questions!

Sincerely,

[\[YOUR NAME HERE\]](#)