FORMAL EXAMPLE

My name is {Your Name},

I am a parent of an art student at Marin School of the Arts, a specialized arts program at Novato High School. It is an amazing program that brings budding artists together with successful and accomplished artist teachers in 13 disciplines, including cinematic arts, performing arts, digital arts, music, painting, and more (please watch this video to learn more).

My student is a {grade level and discipline}, and I can't wait to see how she/he/they will go out and impact the world around her/him/them as a result of her/his/they's experiences at MSA. This is a public school, but we raise additional funds through our Foundation to support this unique and rich program. This program is supported by an additional \$1000 per student at MSA, raised through our Foundation and annual benefit events like Divine Wine and Food 2022.

I am writing today to ask for a donation from {your company} for our auction fundraiser, coming up in very early October. Here is the link to fundraiser site.

Specifically, I was hoping that I could ask you for {particular product or service or certificate}.

Here is a <u>link to donate</u> or please feel free to email me back!

Thank you so much for considering, {*Your Name*}

INFORMAL EXAMPLE

Hi {Person} -

I hope all is well with you. I've seen you around the MSA campus a few times as the school year has gotten underway, I hope it's all starting off right!

I am reaching out because I am gathering some donations together for our <u>Divine Wine and Food Auction this year</u>, and we thought of you and your previous contributions to our fundraising. Thank you for your help in the past. As you know, we are doing amazing things at MSA!

I am reaching out again, today, to see if you might be able to donate {*Auction Item*} to the MSA auction (we have both live and online), or any other fabulous items that you might be able to get your hands on? We are, of course, accepting bottles or magnums of wine as donations, too.

Send me a message and catch me up!

I look forward to hearing from you, {*Person*}.

Thanks so much, {*Your Name*}

