

EXAMPLE REQUEST LETTER



NEW DISCOVERY HIGH SCHOOL
USD 111, 2003 Discovery Road, Foundation, Kansas 00001

January 20, 2003

Lisa Kudrow
Studio Fan Mail
1122 Robertson Blvd.
Los Angeles, CA 90035

Dear Ms. Kudrow:

New Discovery High School is currently working on implementing school-wide positive behavior support. School-wide positive behavior support involves teaching positive social skills and recognizing students who are engaging in behaviors that improve the school climate.

We need your help to recognize these students and are looking for items that they find reinforcing (e.g., posters, pencils, stickers, etc.) Currently, New Discovery High School does not have the financial resources to obtain reinforcers for students who improve the school climate and engage in positive social interactions. Therefore, we are looking for reinforcers that are of high interest to our students who are in 10th –12th grades.

Would you please be able to send at least one, if not more of your autographed pictures or posters to use as reinforcers for our students?

Thank you for your time and consideration. Your generosity is greatly appreciated.

Sincerely,

Vic Voluntier

Vic Voluntier, Parent Volunteer
New Discovery High School
2003 Discovery Road
Foundation, KS 00001