

TEMPLATE LETTER FOR ORGANIZATIONS*

(*This template is on the accompanying CD in the folder, Organizations.)

(Your School's Letterhead Stationery)

(Date)

(Name and Address of Organization)

To Whom It May Concern:

(Name of Your 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, (Name of Your 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 (Grade Level of Students).

Would you please be able to send at least one, if not more of your (Items Requested) to use as reinforcers for our students.

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

Sincerely,

(Your Name and Title)

(Name and Address of Your School)