

EXAMPLE REQUEST LETTER FOR ORGANIZATIONS



PANTHER MIDDLE SCHOOL

USD 000 Anywhere Unified School District

Anyplace, Kansas 010101 (222) 123-4567 usd00@edu.com

December 27, 2002

Alvin Peters Company
Insect Department
PO Box 2400 ESP
Albany, NY 12220-0400

To Whom It May Concern::

Panther Middle 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, Panther Middle 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 6th, 7th, and 8th grades.

Would you please be able to send at least one, if not more of your insect tattoos to use as reinforcers for our students?

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

Sincerely,

Paula Helpson

Paula Helpson, Panther Parent Volunteer
Panther Middle School
111 Panther Road
Anyplace, KS 010101
222.123.4567