

## EXAMPLE REQUEST LETTER FOR SPORTS TEAMS



**PANTHER MIDDLE SCHOOL**

**USD 000 Anywhere Unified School District**

**Anyplace, Kansas 010101 (222) 123-4567 [usd00@edu.com](mailto:usd00@edu.com)**

December 27, 2002

Wonder Soccer Team  
20 Parkway Place  
Goalway, South Carolina 020202

Dear Wonders:

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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.

Would you please be able to send at least one, if not more of your fan packs 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