

## TEMPLATE REQUEST LETTER\*

(\*This template is on the accompanying CD in the folder, Wal-Mart.)

(Your School's Letterhead Stationery)

(Date)

Wal-Mart

(Address of Local Wal-Mart Store)

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). Reinforcers can be school supplies, gift certificates, or any other donations that your store feels is appropriate. Any amount that you can contribute is greatly appreciated.

Thank you for your time and consideration for supporting (Name of Your School) in your community. Your generosity is greatly appreciated.

Sincerely yours,

(Your Name and Title)

(Name and Address of Your School)