

EXAMPLE REQUEST LETTER



Futures Elementary School

USD 000

101010 West Kansas, Topeka, Kansas 66666

September 12, 2003

Wal-Mart Super Center #1802
1501 SW Wanamaker
Topeka, KS 66604

To Whom It May Concern:

Futures Elementary School (USD 000) 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, Futures Elementary School does not have the financial resources to obtain reinforcers for students who improve the school climate and engage in positive social interactions. We are looking for reinforcers that are of high interest to our students who are in kindergarten–5th grade. 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 Futures Elementary School in your community. Your generosity is greatly appreciated.

Sincerely yours,

Jane Doe

Jane Doe, Volunteer Coordinator
Futures Elementary School
101010 West Kansas
Topeka, KS 66666