**Back to School Event Donation Request Letter**

(Name and address info)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Living Word Christian Center in Forest Park is holding our annual “Back to School” event on August 3rd, 2018 to benefit students and their parents, who need assistance in obtaining supplies and equipment for the upcoming school year. Last year we were able to give away many essential items to over (number of) children.

This year we hope to be able to help even more students and parents. Donations are needed for the following items:

School supplies

Backpacks

Technology products; i.e., laptops, iPad,

Clothing (Description if you’d like to add this i.e., gym shoes,

 jeans, shirts, jackets, gloves, boots, hats)

Monetary contributions that will be used to purchase supplies

Food for the event (Description)

We respectfully ask for your help to make this year’s “Back to School” event a great success by donating any of the above listed items. Your support and contributions will bring joy to students and parents alike and relieve the stress that so often accompanies a new school year with the added pressure of extra expenses during a time when many are unemployed or just barely making ends meet.

To donate, (Add instructions). For more information, call (phone number) or email (email address). (If information will be available on the LWCC website, the website address could also be included.)

With much appreciation, we thank you for your kind consideration. May God abundantly bless you and your organization for your generosity.

Sincerely,