



**Tom Hicks Elementary PTA
3651 Compass Drive
Frisco, TX 75034**

(date)

Attn: (Name)

(Company)

(Address)

(City,State Zip)

Sent via email: (email address)

Dear (Salutation/ Last Name):

I am writing on behalf of Tom Hicks Elementary School PTA, a 501c3 not for profit organization. Our school is located in Frisco, TX and located just (X) miles away from your (X) store at (Intersection)

Our PTA hosts an annual Fall Festival as our largest community event and fundraiser for our school. Our Fall Festival this year is on Friday, October 19th from 6-9pm at our school campus, 3651 Compass Drive, Frisco, TX 75034. This event draws very high attendance from our school, neighborhood and community with about 1000 people attending. The money raised funds school equipment, classroom supplies, student assemblies and much more to benefit the students of Tom Hicks Elementary.

As a part of the Fall Festival, we have a silent auction with each classroom creating a gift basket to auction off at the event. I am the Room Parent for (teacher name) (grade) grade class. Our class has voted on creating a basket with (name of theme) theme. I am asking to write for the (Business Name) to support our event by partnering with a either a gift card donation to purchase products at your store, or an in-kind donation with (name item sold in store you are requesting). We will recognize your donation by providing a signed donation receipt with dollar amount in acknowledgement of your donation.

Thank you in advance for your consideration of supporting our school with a donation. You can reach me via telephone at (phone #) or via email at (email address). I appreciate your time.

Best regards,

(Name)

Parent Volunteer

Hicks Elementary PTA