

School Donation Letter, complete letter of Donation example.

This is a school donation letter sample. The donation sample letters are basically written to obtain donation from the reader of the letter. The donation letters are generally formal in nature. Thus, the tone of such letters should be formal and the content should be formally expressed. The tone of such kind of letters should be positive. The language should be extremely polite.

To,

Mr. Taran Bansal

198/A

Shyarn Park

Allahabad

Subject: **School Donation Letter**

Dear Mr. Bansal,

I am the principal of ABC school. Today I am writing this letter to you to make a request for donation for our school. Our school building is going to go under construction now we were having pre-primary, primary and secondary section till now but not we are extending our schools building. We are doing this to start junior college and even degree college.

Due to this purpose I am writing this letter to you to make a request to give us donation for the same. The motive of our school is to expand and make available quality education to children. Due to your donation we will be able to achieve this. We assure you of proper use of your donation money. All the accounts will be made available to you to check.

Yours Sincerely

Aditya Singh