To whom it may concern

I am writing to request for your kind donation for my school, XYZ which is an institute for differently abled children. We have over a hundred students in our school and need educational supplies for them. Your financial assistance would be really appreciated.

Most of the students who are enrolled in our school come from underprivileged families. They cannot afford books, stationery items, and other school supplies. We also provide lunch to these children during school hours. Your donation will help us facilitate the students with the required school items. We will also be able to continue providing them with healthy lunches through financial assistance.

You are welcome to visit our institute anytime. We also promise transparency in the utilization of the donated amount. You will be provided with receipts for every penny that we spend on our students.

Kindly make your donation to (account and bank details). Please call us for further details or queries. Our children eagerly look forward to your response.

Sincerely,

Mark Buffalo,  
CEO,  
The Eagle Eye Football Club