

Open Letter from the PTA

Dear Parents and Community members,

It is our endeavor to sponsor wonderful educational and experiential learning opportunities through our Parent Teacher Association (PTA). In fact this year we would like to plan the following trips:

*Insert Trip Names

- *
- *
- *
- *
- *

Of course in order to plan and coordinate trips for our children to enjoy, it takes financial resources and support. That is the reason for this letter. We look to you for your assistance through donations to support our very worthwhile endeavors.

In order to go on the trip(s) we have planned, we need to raise \$_____. Any help you can offer toward donating funds, collecting funds from other donors, or community businesses, will be greatly appreciated.

Please make your checks payable to: _____

Thank you in advance for your generosity and support of our PTA. Your time, energy and efforts are great contributions toward our mutual successes.

Sincerely,

PTA President

Specific Letter from the PTA

Dear Parents,

It is our endeavor to sponsor a wonderful fieldtrip on behalf of __(Teachers Name)__ class. In order to raise funds so that we can ensure our ability to cover the expense of this trip we are asking that you make a donation to our PTA.

We are requesting a minimum donation of \$ _____. However any donation will be most welcome and appreciated.

We need to have all our financial obligations for this trip met by __ (date _____) and so ask that you make any donation toward our fieldtrip by _____ (date)_____.

Thank you in advance for your generosity. Your support and assistance of our PTA is both appreciated and recognized.