##

**Sample Resource Request**

{Date}

Community Business

123 Anywhere Ave.

Suite 123

Anytown, State 09876

Dear {Contact Name},

In collaboration with community partners, the {Name of PTA} is hosting a {describe event, date and time}.

As a valued local business and community leader, we are writing to ask for your support providing {funds or specific name of donated goods or services} to support {Name of PTA}’s {event or program}.

Your {participation as a sponsor or exhibitor, cash donation, or donation of goods or services} will help ensure that {describe program goals}. We anticipate reaching {insert number} of students and families through this event. It is part of a nationwide effort by PTA to help all children reach their full potential through family-school partnerships.

Don’t miss this chance to support families in our community and help all children reach their full potential. We look forward to your participation in {program or event} on{repeat date, time and location details}.

We will follow-up this request with a phone call or visit. In the meantime, if you have any questions or need further details, please contact {PTA President or other contact person}.

Sincerely,

*[signature]*

{PTA President}