

## SAMPLE SPECIFIC REQUEST LETTER

Date

Company CEOs Name

Company

Address

City State Zip

Dear

In an effort to respond to the need for parenting education, **(School Name)** will be hosting a Parent Training Conference on **(Date)**. We plan to involve parents from all grade levels. The focus is to encourage parental involvement in education since all the studies indicate that parent involvement is the number one factor in insuring student achievement. Workshops and activities will relate to parenting skills and techniques as well as guides to parent involvement with homework. We anticipate approximately 200 participants for this half-day event.

**(CEOs Name)**, we are able to absorb the cost of workshop materials. While our teachers and staff are volunteering their time to conduct the training and to supervise any children who may be present, we just do not have the financial means to feed those attending. A donation of \$500 will provide a continental breakfast for all the parents and their children in attendance. We will, of course, provide **(name of company)** with recognition of your donation during the event, in our school newsletter and on our Web site. Naturally, if you have employees interested in attending, we would be happy to accommodate them at the workshop.

Please let me know by the end of this month if you will be able to sponsor this event. Should you have any questions, feel free to call me at **(your number)**.

Thank you in advance for your consideration.

Sincerely,

Your Name

Your Title