

If writing a letter and delivering to the store, try to use school letterhead.

May 2, 2023

[name you are sending to, look online for the name of the manager, or call the store]

[store name]

[address]

## **DONATION REQUEST**

Dear [Name, Ms/Mr. XXXX, or Dear Store Manager]:

I am a member of my high school outdoor club and am leading a service project for students to [quick description of the project].

**On [date of project] we will have [number of people] helping complete this project - can you provide us with snacks to feed our volunteers?**

**I would appreciate a reply by [date] to help me plan for the day, and could pick up the donated items on [date].**

**How would you like to be recognized for your donation? We can post photos and tag you in our social media.**

I am really excited to do this project and give back to my community. Thank you for considering my request.

Sincerely,

[your name]

[your contact info phone/email]