Dear (company name or person you are writing),

Richard Gordon PTA invites you to help support our students and to instill a love of reading during our annual Richard Gordon Elementary Read-A-Thon. This virtual event will be March 2-23, 2021. During this time classes will be competing with each other on who can read the most minutes and collect the most donations in support. To help the school reach their monetary goal of $15,000 my (Child’s name) is participating in the Read-A-Thon. This fundraiser is 100% donation based and (Child’s name) wants to meet his/her pledge goal by March 23.

This annual event is one of the largest fundraisers of the year making it possible for the PTA to continue to support the school. The PTA provides essential school enrichment programs, student events, teacher support, building improvements, and more. My child’s elementary school relies on many of the programs the PTA provides.

In an effort to help the school reach their goal I am inquiring to see if (company name) may match the total donations that we collect as a family and/or contribute ourselves? The donation would be a tax deduction for (company name) and you would be supporting our community. Richard Gordon PTA will send you an official receipt for any donation of $100 or more.

Not only does this annual event help to raise much needed funds for the Richard Gordon PTA but it also is always a success in making reading fun for all students. Classmates work together to reach their reading goals and earn fun prizes while doing so.

Thank you for your consideration in our efforts to reach (child’s name’s) pledge goal.

Best Regards

(your name)