**Oak Street School PTO**

Parent Teacher Organization

P.O. Box 371

Basking Ridge, NJ 07920

[Date]

Dear

The Oak Street School PTO is seeking donations of [ donated item, auction goods] for [which event] on [date].

The mission of the Oak Street PTO is to provide educational and social enrichment to the students at Oak Street School. The wonderful school environment we provide not only strengthens our students, but also our families and our community as a whole. Our current student body is approximately 400 students.

I hope you will thoughtfully consider this request and help support our [this event] and the children in our school. If you have any questions or need further information, please contact

[your contact info]

The Oak Street School PTO is a registered 501c3 non-profit. All donations are tax deductible as allowed by law.

Sincerely,