

Current Date

Dear Insert Business Name,

I am on the fundraising committee for the H. Harwood Elementary Parent Teacher Organization (PTO). Our PTO works very hard to enrich the school experience of every child who attends Harwood elementary. On behalf of the nearly 340 Harwood Elementary School students and their families, we are asking the Insert Business Name to help raise money so we can continue supporting the families and teachers of the Harwood Elementary community.

The Harwood PTO is a non-profit parent/teacher organization whose membership includes all parents, legal guardians and staff at Harwood Elementary School.  Our goal is to enhance and maximize the education of every child while supporting them in achieving their highest potential. Our PTO works very hard to enrich the school experience of every child who attends Harwood elementary. The PTO holds fundraisers for supplemental educational materials and experiences while supporting school and family social interactions.

Each year donations from organizations like the Insert Business Name are becoming more and more crucial. The number of at-risk students in our school is rising. At least 60% of our student population comes from low-income families. These students are at higher risk for experiencing academic failure and falling behind their peers. Our teacher and administrative staff have worked hard to build a positive, safe learning environment for all students as well as a bridge between families and the school. Over the last couple years the PTO at Harwood has worked extra hard to help round out the students with programs like Raz-Kids, while also encouraging community involvement and build family ties with our monthly events.

Our goal with this year’s 2nd Annual Spring Dance will be to create a variety of baskets to raffle off during this very popular event, last year we drew approximately 400 people. This will be our first time in recent memory we are organizing a large scale raffle in the spring. Brief Description of what you want donated. Our PTO plans to use the funds to continue supplementing classroom needs, hosting family focused events, extra-curricular activities as well as educational programs and services for the students. All of our donors are recognized during the event, in our school newsletter, on our website and through our social media pages.

If you have any questions you may contact myself or the PTO president, Jennifer Chatle at 586-850-8480. If you wish to have further information on our school you may contact the school principal, Coreen Tremmel at 586-825-2650. Thank you very much for your consideration and generosity.

Sincerely,



Your Name

Harwood Elementary PTO or Parent

Your Phone Number

Your Email Address

H. Harwood Parent Teacher Organization

501(c)(3) Tax ID# 38-3400695