

SAMPLE FUNDRAISING LETTER

Insert your information where there are brackets [].

Dear [.....],

I am writing to ask for your support of an upcoming event that means a lot to me—the [Orange County PTA’s production of THE JUNGLE BOOK on September 22, 2013 at Roosevelt Elementary School, 5 pm and 7 pm]. Each year the Missoula Children's Theatre (MCT) comes to our school to give our children the opportunity to get up on stage and be a part of a musical theatre production. MCT Tour/Actor Directors arrive on Monday, audition and cast our kids by that afternoon, work with them throughout the week and by [Friday or Saturday] the cast is ready to perform a professionally staged hour long musical, complete with set and costumes.

Participating in an MCT residency teaches our kids more than just theatre. In each MCT cast, girls and boys are equal, the disabled become able, the shy experiment with bravery and the gifted become part of the whole. The lesson they learn is that all of them are necessary for the show to go on. Throughout MCT’s residency week, our children will have fun learning lines, songs and dances. And they’ll learn that if they work hard...if they push themselves...they can create something wonderful! It’s priceless!

This is where you come in. Because of cutbacks in support for our art programs (insert details if possible), we need to raise money from community members. This year’s residency will cost \$[_____]. We are already halfway to our goal, but we still need your help. Please consider a gift at any level to help us ensure this program will continue in our community.

(Include some quotes from your kids who have participated in shows or from parents or teachers who have seen firsthand the benefits to their children and students).

My deepest gratitude,

[Jane Smith
Orange County PTA President]