

Donation Letter Template
(remove this heading and fill in all bolded information)

Date

Business Address

Dear **(Business Owner Name)**,

Please help (school name) students drive less and save more!

We, the students in the **(Club or class name) at (School Name)** High School, are working with ECO2school (eco2school.org) to educate our peers on climate change and encourage them to take positive action by getting out of their cars to bike, walk, skate, or carpool to school. Incentives are critical to our campaign; they support higher participation and higher quality outcomes. We need your support to provide incentives for participation.

We need to start living more sustainably, and transportation is critical to achieving lasting solutions to the climate crisis. Transportation accounts for over 40 percent of the Bay Area's total greenhouse gas emissions and two-thirds of that are from personal vehicles, i.e., you and me going here and there. In the ECO2school program, students track the number of trips they walk, bike, carpool, or take public transportation to and from school for two weeks. Students can see how easy it is to change their transportation habits for the better. Participating students' names will be entered into raffles and with your support could receive additional prizes.

Making a donation will familiarize the **(X number of)** students at **(School Name)** with your business. Being a part of this important effort by offering a free or discounted product or service such as percent-off coupons, gift cards, buy-one-get-one-free coupons, or green prizes like reusable water bottles, is helpful to us and great advertising for your business. Your business name and your gift will be used as part of our promotion to students and recognized **(in the following ways)**.

If you have questions or comments, please contact:

Name of student leader and contact information

Name of teacher advisor and contact information

Thank you for your time and consideration. A **(Club or class name)** team member will contact you in **(X days)**.

Warmly,

Signature

Printed Name

Club or class name, (School Name) High School