

Date:

Attn: Donation Committee

Store Name:

Dear [insert Manager or Store Name],

[Insert your Safe Routes to School program] is preparing for the launch of [a very active school year/special event]. We would like to invite you to become a participant in our program through providing [insert general request: time, services, donated items].

Our program is setting the example for increasing the amount of youth walking and biking safely to school. Research shows that Safe Routes to School programs improve safety, not just for children, but for the entire community. Safe Routes to School helps reduce congestion and pollution around our schools and also reduces the cost of transportation. Moreover, students who walk and bike to school demonstrate benefits such as improved health, greater academic focus, and increased feelings of calm and wellbeing.

[Optional: share specific examples of your program's activities]

This year we are looking to organizations to donate [insert specifics such as gift cards, bike accessories, other elementary/teen appropriate products]. We would be thrilled to be able to offer donated company name products during this year’s contests.

Safe Routes to School is a program administered by the Colorado Department of Transportation and implemented by [your 501(c)(3) organization if applicable and
Tax ID#].

Please let me know your thoughts on this request or if you require additional information.

Thank you for your consideration.

[Your Name], on behalf of [Your Safe Routes to School program]