# Sample Donation Solicitation Letter Document

Fill in this template solicitation letter with your PTA’s information and then send it to local grocery stores or food suppliers to ask for food donations for your events!

Dear [INSERT NAME],

Did you know that more than half of children and teens in the U.S. aren’t getting adequate hydration? Do you want to help students and families at [Insert School Name] lead healthier lives and drink more water?

We are looking for donations of produce—mainly fruits and vegetables—or healthy snacks to help us encourage families to choose water and engage them in hands-on activities to make drinking water more fun at [Insert PTA Name]’s Healthy Lifestyles Month event on [Insert Date] at [Insert Location]!

At the event, we will be offering two Healthy Hydration Stations, sponsored by Nestlé Waters North America, together with its national brand Nestlé® Pure Life®. At the first station, families will participate in a water infusion activity and taste various combinations of water flavored with fresh fruits, herbs and vegetables. The other station will feature a hands-on lesson about added sugars in beverages. Information about the benefits of and the proper way to recycle will be also be provided.

Your in-kind donation of fruit, vegetables, herbs and healthy snacks can help us make drinking more water fun and easy for the whole family.

If you are interested in learning more about donating to this event, please contact [INSERT NAME] at [INSERT Phone Number or Email]. Your donation is greatly appreciated!

Sincerely,

[Insert PTA President’s Name]

PTA President