Date

To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Hi I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a high school student and am collecting donation for Christmas for the poor along with a few of my classmates.

Every Year during Christmas, my classmates and I go to the areas of poor kids and distribute basic amenities to them. The basic amenities include food items, clothes, books and a few goodies for this festival. We generally contribute as much as we can save during the year for this event. However we are falling short of funds for this year’s festival.

In this regard, I request you to contribute anything that you think is the right amount for this noble deed. It is not a huge event so any kind gesture from you would be welcomed.

Thanks and regards.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_