

{ on your letterhead }

{ date }

Dear Business Owner/Manager:

Thank you for your donation of _____ to
{ organization }.

As a non-profit school organization, we count on contributions such as yours to help us represent our community at football games, parades, festivals, and competitions. Our organization is proud to represent you at our many activities and performances throughout the state.

Without partners such as yourself we would not be able to offer young students the joys and experiences of a quality music education program in action.

Again, thank you for your generous contribution.

Sincerely,

{ name }

{ title }

{ organization }