

P&C or School Logo

[Date]

[P&C Name]  
[School Address]  
[School Suburb, State & Postcode]

Dear Community Member,

**Humble request for support**

Every **[number]** years, **[School Name]** hosts its fete. This year, the **‘[Fete name]’** will be held on **[date]**.

The support of the broader [suburb] community is vital in ensuring a successful day, both in terms of our fundraising efforts and in terms of an exciting and rewarding day for the families that attend.

In this challenging economic climate, it is more important than ever to focus on a sense of community. The **[School P&C]** are dedicated to ensuring your support is properly acknowledged and provides maximum value to you.

The **[Fete name]** is the single most important fundraiser that the P&C undertakes. The P&C deliver very real benefits to the children in our school. An example of this is **[list example]**.

The attached proposal gives you more information on ways you can support our event. Support of any kind, including donation of prizes, would be much appreciated.

We thank you in anticipation, and look forward to the opportunity of working with you.

Best regards,

[First Name + Last Name]  
Sponsorships Co-ordinator  
[Fete Name]  
[Phone Number]