(Date)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I’m the Outdoor Adventures Education instructor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. This is a brief description of our program and a special request. I am asking \_\_\_\_\_(Company)\_\_\_\_\_\_\_\_\_\_\_\_ for a donation of a any equipment or funding that would benefit our program. Any donation would be greatly appreciated.

Outdoor Adventures Education is a fun and exciting co-ed physical education course. Students are taught life-long skills by using integrated curriculum of science, math, writing, critical thinking skills, and computer technology. The focus is on outdoor activities such as: archery, orienteering, survival skills, first aid/CPR, trip planning, angling, tackle crafts, hiking, backpacking, camping, outdoor cooking, conservation/environmental issues and certifications through the Texas Parks & Wildlife Department (TPWD) and the American Heart Association. On campus activities include: archery, angling, CPR/first aid, survival skills, trip planning, tackle crafts, and orienteering.

Thank you for your time and consideration. If you need to reach me, you can contact me by phone or email.

Sincerely,

(Name)

(School)

(Email)

(phone)