**SAMPLE SOLICITATION LETTER**

29-April-2010

Mr. Lawrence

Clark World Vision,

Raton Street,

Denver.

To Whom It May Concern,

I am witting this letter on behalf of The Little Flower High School, to request you for help towards the students of our School. In October, we are having a fund raising program to help our students who are deprived of the basic facilities. The students are working hard to make this event a grand success.

I request you to help us by donating some amount from your esteemed organization. As it is very critical for our school to receive donations, your valuable donation could help a child have a better future.

We hope you will surely oblige to our letter and help us as soon as possible. You can send us your valuable donation in the form of a cheque. I am enclosing all the details of the bank account of our school.

Thanking you,

Sincerely,

Mrs. Lutheran.

Head Mistress,

Little Flower School