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| **Date** |
| **Potential Sponsor** |
| **Address** |
| **City, State Zip** |

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| Dear |  | : |

The (Chapter Name), a chapter of the Mapleton Education Foundation is a nonprofit organization consisting of parents and teachers. Our mission is to support and raise money for (School Name). (*You can provide more specific information with your mission*)

We are currently raising money for (*insert how the money will be used*).

(Chapter Name) hopes you will consider supporting our chapter in this very worthwhile endeavor, in whatever was you can.

Thank you for your time and consideration; please feel free to contact (chapter representative name) if you have any questions.

 Sincerely,

The [Chapter Name] is a Chapter of the Mapleton Education Foundation, a 501(c)(3) corporation, and your contribution is tax-deductible within the limits of the law.