NAF Academy of xx

High School Name

Address

City, Zip, State

Date

Dear xx,

The NAF Academy of xx (Academy Theme) at xx (High School Name) will be holding an event on xx (Event Date) to support our academy and our local alumni. NAF is a national network of education, business, and community leaders who work together to ensure high school students are prepared for college and career. At our academy, we provide students at xx (High School Name) with the skills they need to become business leaders within our community. We would like to ask for your help in making this event a success.

Our hope is that through this event we can connect with NAF graduates and encourage them to remain involved in our community. Your donation of xx (desired item – e.g. event space, beverages, food, paper products, raffle items) would be immensely helpful to the success of our event.

Please note, donations such as gift certificates, food, beverages, clothing, or raffle items are required to have a value placed on them by donors to be tax deductible *(if your academy has 501c3 status.)*

Thank you for your assistance in making our event a success. With your help, we can continue to make students in our community college, career and future ready!

Warmly,

XXX