

Dear [DONOR NAME],

We hope this letter finds you well.

We are writing to you because Headlands School needs your help and generosity. We really need donations to support our students experiences in school during challenging economic times.

Your donation could go towards one, or more of the following:

1. Annual Celebration Evening
2. Annual Sports Awards Evening
3. Student Rewards
4. School Minibus
5. Library Books
6. Sports Equipment for after-school extracurricular activities
7. Sports Funding for specialist extracurricular coaches

As a result of your we will commit to advertising your company for free at every available opportunity for the next academic year (2024-2025). We will display your companies name in our weekly Headlands Headlines Newsletter (circulation over 2500), across all our social media platforms, and display on banners across the school site, in the main reception area and school car parks for all our visitors to see.

Please don't hesitate to get in touch if you have any questions regarding this donation request. You can make donations by contacting Ms Stephanie Hale (School Business Operations Officer) either via 01262 676198 or email stephanie.hale@headlandsschool.co.uk

Thank you in advance for your support.

Yours sincerely

Mrs S Bone

Executive Headteacher