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Donor Engagement: Donation Request Templates

FOR PDF, PRINT & EMAIL

Contact us today to [get a demo](#) or simply
[sign up](#) and start raising!

FOR PDF OR PRINT

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[Replace with your logo]

[YOUR SCHOOL LOGO / NAME]

[YOUR NAME]

[YOUR TITLE, SCHOOL NAME]

[CONTACT ADDRESS]

[CONTACT PHONE]

[WEBSITE]

[EMAIL ADDRESS]

[DATE]

[POTENTIAL DONOR COMPANY NAME]

[ADDRESS]

Dear \[POTENTIAL DONOR NAME],

We hope this message finds you well. At [CATHOLIC SCHOOL NAME], we are blessed with a vibrant community dedicated to nurturing both the minds and spirits of our students. Today, we wish to share a story that embodies our mission and the incredible difference your support can make.

[Insert a story, impactful quote, or eye-opening statistic relevant to the Catholic school's mission and values.]

It is thanks to generous supporters like you that [CATHOLIC SCHOOL NAME] has achieved [summarize major successes or current projects]. Your kindness has been instrumental in bringing faith, education, and opportunity to countless lives. [If this is a previous donor, mention specific accomplishments made possible by their past contributions.]

This year, as we participate in our Day of Giving, we aim to accomplish even more remarkable things. To reach our ambitious goal of [SPECIFIC AMOUNT or IN-KIND DONATIONS NEEDED], we humbly ask for your support. Your contribution will directly impact [briefly explain the specific project or cause the donation will support], further enriching our school community.

Your generosity is a gift that lasts a lifetime. Thank you for considering this opportunity to join us in making a significant impact. Together, we can continue to illuminate the path of faith and learning for our students.

With heartfelt gratitude,

[SIGNATURE]

[TYPED NAME]

FOR EMAIL

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[Replace with your logo]

SUBJECT LINE: Join Us in Making a Difference on Day of Giving!

PREVIEW TEXT: Hi [DONOR NAME], will you support our mission to enrich our community?

BODY OF EMAIL:

Dear [POTENTIAL DONOR NAME],

At [CATHOLIC SCHOOL NAME], we are blessed to witness the impact of faith and education in shaping our students' futures. [Share a heartfelt story or powerful quote about the importance of your school's mission. Consider adding visuals to highlight the difference being made.]

With generous support from our community, [CATHOLIC SCHOOL NAME] has achieved \[highlight key successes or ongoing initiatives]. If you have supported us in the past, know that your contributions have been instrumental in our journey.

As we celebrate Day of Giving, we're reaching out to ask for your support to meet our goal of [SPECIFIC AMOUNT or IN-KIND DONATIONS NEEDED]. Your donation will help us \[describe how the donation will be used, emphasizing faith-based education and community impact]. Together, we can continue to nurture the minds and spirits of our students.

[CTA BUTTON: Donate Now]

Your generosity makes a profound difference in our mission. Thank you for considering partnering with us on this special day.

With gratitude and blessings,

\[DIRECTOR NAME]

[TITLE | CATHOLIC SCHOOL NAME]

\[PHONE NUMBER]

[WEBSITE]



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Donor Engagement: Donor Acknowledgement Letter Template

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[Replace with your logo]

[YOUR SCHOOL'S LOGO/LETTERHEAD]

[DATE]

Dear [DONOR'S NAME],

On behalf of all of us at [SCHOOL], I thank you deeply for your recent contribution of \$[DONATION AMOUNT] on [DATE]/during [EVENT NAME]. Your kindness and support mean so much and allow us to continue making a difference for [SPECIFIC GROUP/STUDENT SERVED].

Thanks to you, [SHARE RECENT IMPACT OR PROGRAM HIGHLIGHTED BY THIS DONATION]. Your generosity is helping create real change, and we're incredibly grateful to have you with us on this journey.

As a 501(c)(3) tax-exempt school, your donation is fully tax-deductible as allowed by law. Please keep this letter as your official receipt, as no goods or services were provided in exchange for this gift.

- [Your Schools Name]
- Donation Amount: \$[Donation Amount]
- [Description of Non-Cash Contribution, if applicable]
- [Good Faith Estimate of Value of Goods or Services, if applicable]

If you have any questions or would like to connect further about how your gift is making an impact, please reach out at [EMAIL ADDRESS] or [PHONE NUMBER]. You can also follow us on social media to stay updated on our work, be inspired by success stories, and hear about upcoming volunteer opportunities: [YOUR SOCIAL HANDLE(S)].

Once again, thank you for standing with us. Your support gives us hope for a brighter, better future.

With heartfelt gratitude,

[NAME]
[TITLE]
[SCHOOL]



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Donor Engagement: Matching Donation Request Templates

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[Replace with your logo]

[NAME]
[TITLE, SCHOOL]
[ADDRESS]
[PHONE]
[WEBSITE]
[EMAIL]

[DATE]

[POTENTIAL DONOR COMPANY NAME]
[ADDRESS]

Dear [Contact or Company Name],

I hope this message finds you well. Today, I'm reaching out to share an exciting opportunity for [Company Name] to partner with [School Name] to make a meaningful impact on our Catholic community during our upcoming Day of Giving.

At [School Name], we are committed to [Single Line About Mission, e.g., "nurturing faith and providing quality education to our students"]. Our Day of Giving initiative aims to [Campaign Goal, e.g., "raise funds for improved learning resources" or "support financial aid for families in need"]. With your support, we hope to maximize our impact and reach even more members of our community.

We cordially invite [Company Name] to join us as a Matching Sponsor, inspiring generosity by matching donations [Match Ratio, e.g., "dollar-for-dollar"], up to [Match Amount], from [Start Date] to [End Date]. This matching support would amplify every contribution and highlight [Company Name] as a leader in supporting education and social responsibility.

In appreciation of your generosity, we would proudly feature [Company Name] across our [Visibility Opportunities, e.g., website, social media, campaign updates], showcasing your vital role in this important event.

To become a Matching Sponsor or learn more about this opportunity, please [Next Step, e.g., "visit our campaign page," "contact us directly," or "fill out this form"]: [Short URL]. If you'd like to discuss this partnership further or have questions, please reach out to [Contact Name] at [Email or Phone]. We'd be thrilled to explore how we can make a greater impact together.

Thank you for considering this important partnership with [School Name]. Together, we can foster positive change and support our community.

Warm regards,

\[Signature]
\[Name]
\[School Name]

FOR EMAIL

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[Replace with your logo]

SUBJECT LINE: Partner with Us to Double Our Day of Giving Impact!

PREVIEW TEXT: [SCHOOL NAME] invites you to be a matching sponsor and amplify our mission to educate and inspire.

BODY OF EMAIL:

Dear \[CONTACT OR COMPANY NAME],

I hope this message finds you well. I am reaching out on behalf of [SCHOOL NAME], an esteemed Catholic school committed to [ONE-LINE MISSION DESCRIPTION, e.g., “nurturing minds and hearts through faith-filled education”]. We are thrilled to share an exciting opportunity with you as we prepare for our upcoming Day of Giving event, [CAMPAIGN NAME].

At [SCHOOL NAME], our mission is to make a profound impact by [OVERVIEW OF CORE PROGRAMS, SERVICES, OR COMMUNITY IMPACT, e.g., “providing a transformative education that shapes future leaders”]. As we launch [CAMPAIGN NAME] with the goal of raising [CAMPAIGN GOAL AMOUNT] to support [SPECIFIC CAMPAIGN OBJECTIVES, e.g., “scholarships for deserving students” or “enhancements to learning facilities”], we are reaching out to valued partners who share our devotion to education and community.

With [REASON THIS COMPANY CONNECTS TO YOUR MISSION, e.g., “your commitment to community enrichment”], we would be honored to invite [COMPANY] to join us as a matching sponsor for this important event. By becoming a matching sponsor, your support will [MATCH IMPACT, e.g., “double the impact of every contribution”], enhancing the generosity of our benefactors and highlighting [COMPANY] as a champion of educational excellence.

For every dollar raised, we would love to offer a matching opportunity where [COMPANY] matches donations at a [MATCH RATIO, e.g., 1:1 or 2:1] ratio, up to a total of [MATCH AMOUNT].

In gratitude, we would be delighted to prominently feature \[COMPANY]’s logo across our [ALL PROMOTIONAL PLATFORMS, e.g., website, social media, and event materials], acknowledging your pivotal role in this initiative. Are you ready to help us make a difference?

[CTA BUTTON: Become a Sponsor] For more information on this partnership or to discuss other ways to get involved, please feel free to contact me at [PHONE NUMBER] or [EMAIL].

Thank you for considering this opportunity to collaborate. Together, we can bring meaningful change to our students and community.

With gratitude,

\[NAME]
\[TITLE | SCHOOL NAME]

\[PHONE NUMBER]

\[WEBSITE]



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Donor Engagement: Thank You Letter Template

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[Replace with your logo]

Dear [First Name],

I am writing to personally thank you for your generous donation to [School Name] during our Day of Giving. Your contribution of \$[Donation Amount] is already making a significant impact by supporting our students and enhancing their educational experience.

Thanks to incredible supporters like you, we have successfully raised \$[Total Raised]. These funds enable us to enrich our academic programs and continue fostering a nurturing environment rooted in Catholic values. We are thrilled to share that [Updates on Progress Made So Far].

Your support allows us to nurture not only the minds but also the spirits of our students. [Share a brief, meaningful story about a student or an aspect of the school's mission].

Once again, thank you for being such a vital part of our community. Your generosity is helping to bring our educational vision to life, and we couldn't do it without you.

To stay connected and see how your donation is making a difference, please follow [School Name] on [Social Media Platform(s)]. We would love to keep you updated on the progress you are helping to drive.

With deepest gratitude,

[Your Name]

[Your Role]

[School Name]