(insert date)

Dear Business Leaders:

The (insert school name) Theatre department is looking for fundraising partners to help (insert need here)

(Insert explanation of how the money will be used here. I have included a sample of one I have used in the past.)

[The International Thespian Festival is a unique experience for high school Thespians to grow their knowledge of theatre. The weeklong festival features workshops, competition experiences, and performances designed to broaden the students’ level of interest. The cost for this experience is $790.00 per student plus an additional cost of $30 for those students who compete in a National Individual Event. ]

If interested in assisting us in hosting a fundraiser at your business, or if you would like to make a donation, please email (insert your name and email here). If making a donation, please make checks out to (insert school name and program here).

Thank you for your support of our theatre program!

(Your Name)