*Manager’s Name*

*Name of Business*

*Street Address*

*City, CA zip*

*Date*

Dear **(*Manager’s Name or Donation Coordinator*)**,

My name is (insert name) and I'm a (relation to Alameda County SR2S).

**(*Name of school*)** is hosting a **(Monthly Walk and Roll/Walking School Bus/Bike Train)** on **(Date)** to encourage our students and families to choose active and shared transportation to school to promote physical activity to promote physical activity, reduce traffic, and encourage increased foot traffic in our communities.

We're reaching out to businesses in our community to request donations to help encourage students and caretakers to participate. We'd greatly appreciate your (Insert name of business here)'s support by donating "insert number and description of donations or prizes), however, we'd be grateful for any support you can offer.

This event is hosted by our school with support of the [Alameda County Safe Routes to Schools Program](https://alamedacountysr2s.org/), which supports communities in building and using safer routes to school by integrating mental and physical health, environmental awareness, traffic relief, and safety all under one program. ***(If applicable)*** Your donation is tax deductible. The tax ID number of ***(Your school's PTA name)*** is ***(Your PTA’s Tax ID).***

We appreciate your consideration to contribute to ***(Name of school)’s*** (**Monthly Walk and Roll/Walking School Bus/Bike Train**) event to help promote the health and prosperity of our community! If you have any questions or concerns at all, feel free to contact me at ***(phone number)*** or ***(email address)***.

Thank you,

***(insert your name)***