

Dear _____ (put in name and title)

Thank you for talking with me about the needs of PTA and how you can help. As we discussed (add a few sentences going over what you discussed on the telephone, by email, or in person).

Utah PTA has over 130,000 members and we service more than 650 schools. Our mission is to advocate on behalf of children, involve parents and community members in the education, safety and welfare of children and families, and to develop future leaders for our community. Your support of our mission will be greatly appreciated as we work together to make the world a better place for all children. We are a 501(c)3 corporation so all donations can be tax deductible.

We strive to keep the costs to our members at a minimum. Your contribution of _____(whatever you asked for in the first paragraph) will help us (put in what their contribution will do such as help keep membership dues low, fund reading books, buy computer equipment etc.)

Thank you again for your support. We look forward to a beneficial partnership throughout the year.

PTA Contact