

Complete the items in red and then print on school letterhead.

NAME
COMPANY
ADDRESS
ADDRESS

Dear (**Mr./Ms. LAST NAME**),

My name is (**YOUR NAME**) and I am the School Safety Patrol Advisor at (**SCHOOL NAME**) Elementary School in (**CITY NAME**). I supervise (**NUMBER**) outstanding school safety patrollers who are responsible for the safety of their classmates on their way to and from school every day of the school year.

School safety patrollers are role models, safety advocates and leaders amongst their peers and they're only 10 and 11 years old. Not only do they teach younger students safety skills, but they set a good example and remind adults of the proper way to conduct themselves around traffic. Being a patroller is often a child's first opportunity to serve their community and become a leader. Many patrollers have gone on to become leaders of America, including presidents, supreme court justices and astronauts.

Being on the School Safety Patrol is no easy task. Patrollers must arrive at school early and leave late. Plus, they spend many recesses in meetings discussing how they can make their school a safer place. They serve their school and community whether it's sunny and warm, rainy and windy, or snowing and freezing.

As you might imagine, it can be difficult to keep patrollers motivated to serve during the cold, wet, and dark months of winter. Our school has created an incentive program for patrollers that serve dutifully or go above and beyond the call of duty.

As a member of the community where my patrollers serve, I'm asking you for a donation I can use as an incentive to give my patrollers. (**IF YOU KNOW WHAT YOU WANT TO ASK FOR, INSERT HERE.**)

Thank you in advance for your generosity. Donations can be mailed to (**SCHOOL NAME AND ADDRESS**) or contact me and we can arrange for the items to be picked up (**PHONE NUMBER**)

Sincerely,

YOUR NAME
YOUR SCHOOL NAME