

School Breakfast Club donation request letter guide

This is a guide for students to write a letter to local businesses or community groups seeking donations of equipment or additional foods for School Breakfast Club.

We have provided example text below but suggest that students only use this as a guide and come up with their own wording. The more authentic, creative and unique the letter, the more likely it is to capture the attention of the reader. We encourage students to add their own creative touches, such as drawings of breakfast foods or photos of their Breakfast Club in action.

Step 1. Address the person or organisation you want to ask for a donation

For example, Dear John, or Dear Mr Roberts, or Dear Members of Smithfield Lions Club etc.

Step 2. Introduce yourselves

For example, We are students at [Smithfield Primary School], or I am a grade six student at [Smithfield Primary School].

Step 3. Explain what Breakfast Club is and why it's important

For example: Our school runs Breakfast Club every Monday and Wednesday morning, where all students can come and have a free breakfast before school to help us concentrate in class.

Breakfast Club is important because we get to eat delicious healthy food and it's nice to sit and talk to our friends and the teachers before we go to class.

Step 4. Explain what you need donated, why and how they can help

For example: We need a new toaster for our Breakfast Club because we have so many students but only one toaster so everyone has to wait a long time.

We would like to ask if you could donate a new toaster to our Breakfast Club?

Your donation would really help us feed more kids at our school.

Or

We need bread for our Breakfast Club because all the kids love eating baked beans, honey or Vegemite on toast.

We would like to ask if you could donate some multi grain or wholemeal bread to our Breakfast Club every week?

Your donation would really help us feed more kids at our school.

Step 5. Thank them and sign off the letter

For example: Thank you for reading our letter.

We look forward to hearing back from you.

Yours sincerely,

Students at [Smithfield Primary School]