

Dr. Joseph Andrews
Principal
Marilyn High School
Atlanta
Date: 20th February 2021

To,
American Red Cross
Respected Sir/ Madam,

Subject: Plea for donations for enhancements and upgradations in the school

Marilyn High is one of the top-listed schools in Atlanta. It is known for offering helpful training programs, education and grooming of less fortunate students, and overall skill development of its students. However, we need your courteous attention in the form of financial assistance. We wish to offer our students a technologically advanced classroom experience that will not only enhance their knowledge but will also accustom them to using technology in day-to-day life. Many students in our school hail from humble backgrounds and seek financial aid to benefit themselves from education. They depend on the school to support their academic pursuits.

For the overall development of our students, we wish to take them on educational tours and organize field trips for them. With the help of your donations, we would be able to bring a smile to our students' faces and satisfaction to their parents' hearts that their children are under good guidance. Your generosity will enable us to help our students build a life worth living in the very premises of Marilyn High. We seek \$5 lac as a donation from your organization. The amount is volatile and may depend on how much you can offer to support our noble cause.

I will ensure that the granted amount will only be used in educating and fulfilling the basic needs of the less fortunate students of our school. The main reason we seek help from your organization is that recently, there has been a surge in unemployment due to several students and their families being pushed below the poverty line. As a result, the parents of these children have urged the school to assist them in paying the fees for their children.

This has caused the school a significant loss; hence, we cannot provide extra facilities to the students. For the unhampered academic careers of our students, we seek assistance from your agency. Your support will be highly applauded and regarded.

We look forward to strengthening the relationship between your agency and our school. It would be preferable that the rest of the dealings and clearance of specifics could be done once you accept our plea.

Regards,
Dr. Joseph Andrews,
Principal,
Marilyn High School,
Atlanta.