**[**Your Name**]**

**[**School’s Name**]**

**[**Phone Number**]**

**[**Address**]**

Dear **[**Valued Business or Business Owner Name**]**,

**[**Insert School Name**]** is focused on installing water filling stations at our school because not all students have access to water throughout the day. Improving water access is important because being well hydrated improves a student’s ability to learn, improves oral health, and reduces the likelihood of other poor health outcomes, such as obesity. Our students deserve the best and your support as part of the community to ensure our students thrive is appreciated.

Your donation of any size will help us install a water filling station to make it easier for students to keep safe filtered water with them during the school day. $2000 will fund a water filling station and $1000 will cover installation of the station.

We look forward to adding your business name to our supporters **[**webpage/newsletter page/other school communication**]** to advertise your business as a thank you for your donation. Our students mean a lot to us and we truly want to ensure each and every one of them has the ability to learn in a safe, healthy, and wholesome atmosphere. Thank you for your time and consideration. All donations may be mailed to the school address above **[**Insert payment information here (who to make checks out to, etc.)**]**.

Sincerely,

**[**School Principal Name or Authorized staff Member name**]**