

{{YOUR SCHOOL}} PTA

{{Address, Email, Phone Numers }}

{{DATE}}

To Whom it May Concern:

The **{{YOUR SCHOOL}}** school health team in conjunction with the PTA is planning a Family Health Night on **{{DATE}}**. This is an evening of learning activities to promote healthy living. There will be several educational booths and activities to teach families about different aspects of health and safety including:

{{add or remove items}}

Mental Illness

Free and Low-Cost Healthcare Resources

Healthy Eating/Diabetes Prevention

First Aid

Asthma/Allergy Awareness

Student Running Club

We would like to provide each family with a “Swag” bag to collect items (pamphlets, pens, games, etc.) that will be handed out at the educational booths. We would be grateful if you could donate reusable shopping bags or items for this purpose. We anticipate the need for 100 bags so any contribution would be appreciated.

If you can help, someone could pick them up or the bags could be sent to the address on the letterhead above.

Thank you for your time. We greatly appreciate all support from local businesses to help our school.

Sincerely,

{{School Nurse Name and Email}}

{{PTA President Name and Email}}