

Memorial Donation Request Letter

Subject: Honoring [Deceased's Name] Through Education

Dear [Recipient Name],

During this difficult time of loss, I wanted to reach out regarding a meaningful way to honor the memory of [Deceased's Name].

[Deceased's Name] had a profound connection to [School Name] as [describe relationship: former student, parent, teacher, volunteer, etc.]. Their impact on our school community will not be forgotten. We would like to establish [memorial fund/scholarship/program] in [Deceased's Name]'s honor. This tribute will ensure their legacy lives on by [specific impact on students].

If you would like to make a memorial donation, contributions can be sent to [address] or made online at [link]. Please indicate that your donation is in memory of [Deceased's Name].

All donors will be acknowledged in [memorial publication/plaque/ceremony], and the family will be notified of your thoughtful gesture.

Your support during this time helps transform grief into lasting good for students who will benefit from [memorial purpose] for years to come.

With sympathy and gratitude,

[Your Name]

[Your Title]

[School Name]

[Contact Information]

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